



Building Department
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Commercial / Multi-Family Reroof Application Check List

Project Address: _____

Please answer the following questions and submit this with the application

1. Are all the existing materials being removed to the structural deck? Yes No
2. How many square feet is the existing roof? _____ How many square are being replaced? _____
3. What type of roofing system currently exists? Built-up Membrane Other
4. What type of roofing system is proposed? Built-up Membrane Other
5. Will the new roofing materials reduce or increase the current dead load? Increase Reduce No Change
6. If loading is to be increased, has a structural engineer been hired to review all allowable loads? Yes No
If yes, please attach an Engineer's report
7. Does roof drainage meet the International Building Code section 1611 and the Uniform Plumbing Code? Yes No
8. Per the IBC table 1505.1, what class designation is the new roof system? A B C Nonclassified
9. Per the IBC 1504.5, does roof edge securement meet wind load requirements of Chapter 16? Yes No
10. What overall r-value will the new roof produce? _____ What roof r-value is existing? _____
11. Per the IBC sections 2603.4, 2603.4.1 and 2603.4.1.5, will a thermal barrier be required as part of the re-roofing project?
 Yes No
12. Will any electrical, plumbing, gas or mechanical items need to be disconnected and reconnected as part of the reroof?
 Yes No
13. Are any electrical, plumbing, gas or mechanical items being replaced or added in conjunction with the reroof?
 Yes No

Required Submittal Items

Two copies of each of the following items must be submitted with the application

1. Full written scope of the project submitted to the owner.
2. Shop drawings/section view of the new installation system, including structural components of the existing roof.
3. A listing (name) of each specific manufacture's product being installed.
4. The flame spread documentation for any foam products being installed.
5. The thickness of all products being installed.
6. The fire tested assembly number designation (U.L., Factory Mutual, ICC).
7. Any documentation from a Washington State registered structural engineer.
8. Copy of the manufacture's installation instructions.
9. Core sample results for existing conditions.