

## Commercial Application Checklist Re-Roof Only

### PROJECT INFORMATION

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Scope of Work: \_\_\_\_\_  
Reference No. \_\_\_\_\_ Map and  
Tax-lot No.: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

### PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

### SECTION 1.0 – GENERAL PROJECT DATA

- 1.1  Required No. of sets of Plans: 2  
1.2  Required Cover Sheet Plan Index  
1.3  Required Building Occupancy Classification  
1.4  Required Building Type of Construction Classification

### SECTION 2.0 – STRUCTURAL DATA

- 2.1  Required Site plan or building location map  
2.2  P  NA Structural calculations  
2.3  P  NA Structural Engineer's report

### SECTION 3.0 – RE-ROOF INSTALLATION DATA

- 3.1  Required Roof Plan: Description of Roof Plan  
The site plan typically includes the following:
- North arrow
  - A note describing the scope of work, such as tear-off, overlay, etc.
  - A note indicating approx. squares of roofing to be applied
  - Area in which works is to be performed.
  - Roof access and drain locations
- 3.2  Required Parapet and scupper cross section(s)  
3.3  Required Minimum roof class required  
3.4  P  NA Pre-re-roof inspection report  
3.5  Required Roofing system listing information

### SECTION 4.0 – JURISDICTIONAL: SPECIFICATION REQUIREMENTS

- 4.1  P  NA Required: \_\_\_\_\_