



DEPARTMENT OF COMMUNITY DEVELOPMENT

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RE-ROOF APPLICATION

Required Submittal Items – If work does NOT include structural change, or load bearing capacity

	Re-roof application
	Permit Fees based on valuation, minimum base fee of 2 hours

Is this application for use in a Mobile / Manufactured Home?
 * **If Yes:** A permit from Washington State Department of Labor and Industries, **not** Jefferson County, is required for appliances installed within a mobile/manufactured home. L&I - 360-417-2702
 * **If No:** Complete this form and make an appointment to submit to Jefferson County Permit Tech 360-379-4450

Site Information

Assessor Tax Parcel Number: _____

Site Address and/or Directions to Property: _____

Access (name of street(s) from which access will be gained: _____

Description of Work: _____

Property Owner

Name: _____

Address: _____

Phone #: _____

Applicant / Contractor: Authorized Agent/Representative

Name: _____

Phone #: _____

License #: _____

Work Proposed On

	Single Family Residence		Accessory Structure
	Accessory Dwelling Unit		Commercial Building
	Garage / Shop		

Exemptions: If the scope of work does not change the load bearing capacity OR the original structure AND is less than 200 sq. /ft., a permit is not required.

Emergency Damage Repair: If the work is to repair a roof damaged by sudden, unforeseen events such as storm damage, roofing permits will be issued over the counter for minor repairs. Rebuild involving structural repair will require wet stamped engineered plans within 30 days of the emergency issuing AND the applicant will need to schedule inspections per the building permit process.

**Temporary, emergency repairs such as tarps and tarp tie-downs do not need a building permit.

Estimated Cost of Project (Required): \$ _____ \$ _____

1. Is the original roof being removed? YES / NO
2. Are you replacing with the same material: YES / NO
3. Proposed Roof Type and Materials removed: _____
4. Does the scope of work increase the pitch or footprint or original roof? YES / NO
5. Are you adding dormers? YES / NO
6. Are you increasing the living or heated space? YES / NO
7. If you answered "YES" to #4 or #5 above: Is the project located less than 150 feet from a marine or river shoreline or 100 feet from a lake shoreline? YES / NO
8. If you answered "YES" to #7 above, submittal of a site plan and fees in the amount of \$634 are required.
9. If you answered "YES" to #4, 5 or 6, Environmental Health Review and a fee of \$134.00 are required.
10. Any additional Information:

Builders Statement		
The signer of this statement certifies that they are the Owners of the parcel referenced herein, that they are not licensed contractors and that they will be assuming the responsibility of the General Contractor for the proposed project.		
Signature: _____	Print Name: _____	Date: _____

By signing this application form, the owner/agent attests that the information provided herein, and in any attachments, is true and correct to the best of his or her knowledge. Any material falsehood or any omission of a material fact made by the owner/agent with respect to this application packet may result in making any issued permit null and void.

Signature: _____ Print Name: _____ Date: _____

OFFICE USE ONLY	
Building Permit Fees	
Re-Roof Permit Fee	\$192.00
Environmental Health Review (\$139.00)	
Land Use Fee (\$288.00)	
Project Scanning Fee	\$24.00
State	\$6.50
Technology Fee – 5%	\$11.13 <small>(only if no EH and/or LU fee; otherwise 5% of subtotal)</small>
Total Fees*	

*Additional fees may apply

Receipt # _____ Date: _____ Cash/Check/CC: _____