



ROOFING PERMIT APPLICATION

Use this application for replacement of Residential or Commercial Roofing when more than 25% of the entire roof is being replaced.

CHECK ONE: ☐ RESIDENTIAL ☐ COMMERCIAL

Directions:

1. Fill in all blank spaces, including contractor information, and sign in space provided.
2. Permit fee is based on cost of improvement.
3. Roof Type (check one): ☐ NEW ROOF ☐ REROOFING ☐ RECOVERING ☐ REPAIR ☐ MAINTENANCE

Application Date: ____ / ____ / ____ Estimated Cost of Improvement: \$ ____

Estimated Date of Completion: ____ / ____ / ____

Project Site Address: _____

Property Owner: _____ Phone #: (____) ____ - ____

Property Owner's Address: _____

City: _____ State: _____ Zip: _____

Contractor's Name: _____ Phone #: (____) ____ - ____

Contractor's Mailing Address: _____

City: _____ State: _____ Zip: _____

The following information is required before a roofing permit can be issued:

1. Does the roof have 2 or more layers? ☐ YES ☐ NO *If yes, a complete tear off is required.*
2. Is the existing roof water soaked? ☐ YES ☐ NO *If yes, a complete tear off is required.*
3. Will this be a complete tear off? ☐ YES ☐ NO
4. What type of roof is in place now?
☐ ASPHALT ☐ TAR & GRAVEL ☐ SLATE ☐ OTHER _____
5. What type of roofing material will be used?
☐ ASPHALT ☐ TAR & GRAVEL ☐ SLATE ☐ GREEN ROOFING ☐ METAL
☐ MANSARD ROOF ☐ OTHER _____
6. What is the roof pitch? _____ What type of roof vent? _____ Total SQ FT: _____
7. What type of roof decking material is being used?
☐ PLYWOOD ☐ SOLID PLANK WOOD ☐ CONCRETE ☐ OTHER (describe) _____

GENERAL INFORMATION

- All roof coverings shall be installed in accordance to the manufacturer's instructions.
- A minimum of 15-pound felt shall be used, but 30-pound may be required. Follow manufacturer's instructions.
- Base and cap flashing shall be installed in accordance to the manufacturer's instructions.
- Complete tear off of old roof is required if existing roof is water soaked or shingles are curled or if existing roof covering is slate, wood shake, clay, cement or asbestos cement tiles.
- Maximum of two layers of roofing materials can be installed, provided first layer is not damaged or water soaked and with manufacturer's approval.
- All damaged, water soaked or deteriorated sheathing shall be replaced.

Call 24 hours in advance for ROOF DECKING and FINAL INSPECTION.

PRINT APPLICANT NAME (contractor): _____

Signature of Applicant: (contractor): _____ Date: ____ / ____ / ____



RE-ROOFING PERMITS

The 2009 International Building Code as adopted and amended by the City of Berkeley requires a building permit for repairing more than 25%, recovering or replacement of roof covering systems. This guideline is applicable for every structure within the City of Berkeley.

Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 15 of the 2009 International Building Code.

The following information may be applicable to the project:

- 1) The maximum number of roof coverings permitted without removal is two.
- 2) The new roof covering system shall be the same as the roof covering system being covered or replaced.
- 3) Recovering/replacing a roof covering with the same type of roof covering on a roof pitch of ¼:12 or greater but less than 4:12 requires a building permit, but does not require plans/specifications sealed by a Missouri Registered Architect or Engineer.
- 4) A roofing permit shall be required when recovering/replacing a roof covering.
- 5) Recovering/replacing a roof covering with different type of roof covering on all pitches requires a building permit and plans/specifications sealed by a Missouri Professional Engineer.
- 6) Structural calculations prepared and sealed by a Missouri Registered Engineer are required when the re-roofing results in a 5% or more increase of force in any of the roof structure supporting elements, unless the increased force on the structural elements is still in compliance with the code for new structures. Calculations, if required, shall include verification of the prevention of ponding instability.
- 7) Zoning approval is not required.

INSPECTIONS DEPARTMENT

(314) 400-3713

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