

404

CITY OF KENMORE, WA RE-ROOF CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____	
	Project Number: _____	
	Related Permit(s): _____	

		Date Stamp
1	A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.	
2	Property Address: _____ _____ _____ Project Name: _____	
3	Type: <input type="checkbox"/> Single-Family Residence <input type="checkbox"/> Commercial or Multifamily → Type of Construction: _____	
4	Re-Roofing Area: _____ Building Use: _____	
5	Type of New Roofing to be Applied: _____ Roof Classification: _____ Total Estimated Project Cost: \$ _____	
Submittal Requirements. Plans must be submitted for review and approval for <u>commercial and multifamily projects</u> or as determined by the building official. Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required. The minimum scale for drawings is 1/4" = 1 foot.		
6	<input type="checkbox"/>	Permit application
7	<input type="checkbox"/>	Construction Plans with: <ul style="list-style-type: none"> ▪ Roof framing plan ▪ Locations and sizes of Columns, posts, beams and girders ▪ Locations of bearing walls ▪ Foundation system ▪ Sections through roof assembly, detailing all components and materials
8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Supporting Documents <ul style="list-style-type: none"> ▪ Structural Calculations for both gravity and lateral - if applicable ▪ Manufacturer's listed information and installation instructions ▪ Energy forms and calculations – if changing insulation
9	NOTES: <ul style="list-style-type: none"> ▪ Applications for which no permit is issued within 18 months will expire, and applications may be canceled if an applicant fails to respond to the department's written request within 90 days of the date of request. ▪ All plan check fees are due at application intake. 	

Last revised 4/25