Commercial Application Checklist
Re-Roof Only

PROJECT INFORMATION

Project Name: 
Project Address:
Scope of Work:
Reference No. 
Contact Person Name:
Phone/Cell Number:

Date:
Map and
Tax-Ilot No.:
Company:
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 work 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: ____________________________