

COMMERCIAL RE-ROOF CHECKLIST

City of Wilsonville, 29799 SW Town Center Loop E., Wilsonville, OR 97070

permits@wilsonvilleoregon.gov Phone: 503-682-4960

Address: _____ Wilsonville, OR 97070

Please submit this supplemental document with your building permit application for a Commercial Re-roof along with a site plans, and all specifications required.

Indicate with a check mark any concerns associated with this roof. Add any additional comments if needed.

Is there excessive ponding? **Yes** **No**

Action taken below:

Relocate roof drains	Relocate scuppers	Provide new roof drains/scuppers
Re-slope roofing with (wood, Styrofoam, fireboard materials)	Re-slope roofing with cricket	Provide Engineering if substantiating ponding can remain
Other		

Are you re-routing a storm drain to an approved location? Yes No No

Circle action taken below:

Add plumbing pipe from existing roof drain to storm drain in public right of way	Relocate existing roof drainage	Obtain plumbing permit (needed for interior drain or new storm drain to approved location)
Other		

Are you repairing existing sheathing with new sheathing? Yes ***No***

Action taken below:

Call for inspection with roofing and sheathing

Provide new sheathing

Pre Roof Inspection
Required

Are you changing the roof material or color of roof material? Is it visible from the street? **Yes** **No**

If yes, you are required to Contact the Planning Division 503-682-4960 for Land

Provide Required Specifications if replacing any of the below, mark N/A to those not applicable.

Use approval.

_____ Replace roof flashing or edging (Provide specifications of material)

_____ Add roof ventilation (Provide specifications of material)

_____ Roof hatch (adding or replacing) (Provide specifications of material)

_____ Skylights (adding or replacing) (Provide specifications of material)

_____ Structural loads (Provide Engineering if roofing material is adding additional weight)

_____ Roof re-covering (Provide specifications of material)

_____ Roof replacement (Provide specifications of material)

_____ Under Lament (Provide specifications of material)

_____ Installation of Roof Anchors (Provide specifications of material)

_____ Provide site plan

_____ Submit a Building Permit Application Form along with this form and the following information:

Occupancy (Use of Building)

Number of Square Feet

Slope of Roof

Specifications of ALL NEW materials

Manufacture installation instructions

IF a TPO Replacement provide Insulation Specifications

Is this Heated space

Semi Heated space

Unheated Space