



RE-ROOF

PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION
206-973-4750

**THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN
APPLYING FOR A PERMIT:**

- ___ Completed Permit Application
- ___ Verification of Applicant's City of SeaTac Business License (*See Finance Department*)
- ___ Receipt of Permit Fee or Initial Plan Review Fee
- ___ Complete Legal Description or Parcel Number

___ **The Following Information is Needed If:**

1. Sheathing is Removed.
2. Covering or Replacing Skip Sheathing with Solid Sheathing
3. Changing Type of Roofing Material To a Substantially Heavier Material

___ **Two Sets of Plans
(1/4" Minimum Scale) to Include:**

1. Roof Framing Plan Showing Lumber Dimensions, Grade, Spans, and Spacing
2. Cut Section
 - a. Roofing Material
 - b. Roof Pitch

___ **For Commercial Permits Supply the
Following :**

1. Class and Type of Roofing Material
2. Manufacturer's Installation Instructions
3. Occupancy/Use of the Building