

**CITY OF TUALATIN**

Building Division
10699 SW Herman Rd
Tualatin, OR 97062
Phone: (503) 691-3044

COMMERCIAL RE-ROOFING INSPECTION WORKSHEET

Applicant Name: _____

Applicant Phone: _____

Project Address: _____

Permit Number: _____

Complete this supplemental document along with an online building permit application, and include a site plan and all required specifications. Indicate with a checkmark any concerns associated with this roof, and add any additional comments if needed. Include a sketch indicating location and extent of concern in relation to the common features of the roof.

	First Layer	Second Layer	Tear off
Excessive Ponding?	Yes	No	Repair existing sheathing with new sheathing? Yes No
Relocate roof drains			Call for inspection with roofing and sheathing removed to determine extent of damage
Relocate scuppers			Provide new sheathing
Provide new roof drains/scuppers			Obtain plumbing permit (needed for interior drain or new storm drain to approved location)
Re-slope roofing with (wood, Styrofoam, fire-board material)			Other _____
Re-slope roofing with cricket			
Provide engineering if substantial ponding can remain			
Other _____			Provide required specifications if replacing any of the items listed below:
Provide engineering if substantial ponding can remain			Replace roof flashing or edging (provide specs for material)
Other _____			Replace roof flashing or edging (provide specs for material)
Re-route storm drain to an approved location?	Yes	No	Add roof ventilation (provide specs for material)
Add plumbing pipe from existing roof drain to storm drain in public right-of-way			Roof hatch (adding or replacing) (provide specs for material)
Relocate existing roof drainage			Skylights (adding or replacing) (provide specs for material)
Obtain plumbing permit (needed for interior drain or new storm drain to approved location)			Structural loads (provide Engineering if roofing material is adding additional weight)
Other _____			Roof re-covering (provide specs for material)
			Roof replacement (provide specs for material)
			Underlayment (provide specs for material)
			Installation of roof anchors (provide specs for material)

Specifications for roof recovering or replacement include complete listing information for the entire roof assembly from an approved, nationally recognized testing agency