

## RE-ROOF PERMITS

### GENERAL INFORMATION

A building permit is required to re-roof all structures except for maintenance, to seal small leaks, or if structures are under 120 sf. in size. A re-roof permit is required if you are replacing the roof cover, sheathing, or insulation.

RE-ROOF PERMITS		
ITEMS REQUIRED AT TIME OF SUBMITTAL	COMMERCIAL	RESIDENTIAL
<b>Roofing Type</b> Composition, Copper, Membrane, Metal, Mix of Types, Shake, Slate, Tile, Vinyl/Fiberglass	Yes	Yes
<b>Roofing Class</b> Class A (severe fire test exposure), Class B (moderate), Class C (light), Unrated Roofing	Yes	Yes
<b>Roof Sheathing Installation or Replacement</b>	Yes	Yes
<b>Number of Layers</b>	Yes	Yes
<b>Roofing Site Plan</b>	Yes	No
<b>Roofing and Framing Plans</b> Plans as per the currently adopted 2015 International Building Code (IBC) with WA State Amendments and 2015 International Residential Code (IRC).	Yes	No
<b>Number of Squares</b>	Yes	No
<b>Pedestrian Safety Plan</b>	Yes	No
<b>Installation Specification and UL Listed Roof Assembly</b>	Yes	No

### OTHER INFORMATION

- Most businesses operating in Mount Vernon are required to have a State and City business license. This includes contractors and subcontractors even if the contractor they are already working with has a license.
- You will be required to add insulation to meet current energy code standards when the existing roof sheathing or insulation is exposed, or the existing roof cavities are not insulated.
- An analysis of the roof framing structural capacity verified by a WA State licensed design professional will be required if your proposal includes structural modifications or results in net weight increases.
- If the building you are working on is equipped with unreinforced masonry parapets and more than 25% of the roof covering is being replaced, the International Existing Building Code (IEBC) requires that the parapets be braced to withstand earthquake forces. It is necessary to employ a licensed design professional to analyze the parapet and design a bracing system.
- Single-family and duplex re-roofs can be processed within 1 business day (over the counter). For more complex re-roof applications, the time it will take to issue your permit will depend on the complexities of your project, how many corrections of your plans you need to make, and how quickly and completely you respond when we ask for corrections to the plans and/or materials submitted to us.

Following is a list of the Acknowledgements and other information you will need to submit a Re-Roof Permit:

- Electronic Signature Acknowledgement
- Electronic Submittal Requirements
- Agent Authorization Acknowledgement
- Permit Submittal Acknowledgement

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## **ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS**

### **GENERAL INFORMATION**

In a *concerted effort* to streamline permit processes, reduce paper waste, reduce the expense and inconvenience of printing multiple copies of construction documents, and increase the effectiveness and efficiency of City Staff, the Development Community and residents, the City has developed an Electronic Plan Review Program.

Applicants are required to use the following instructions to prepare construction plans, maps, and technical documents for electronic plan review. Permit review cannot commence until the Plans, Maps, and Technical Documents are submitted meeting the following requirements. **FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A REQUEST FOR RESUBMITTAL AND/OR DELAY THE START OF THE PERMIT REVIEW PROCESS.**

### **DOCUMENT REQUIREMENTS**

- All document must be in PDF format.
- All plans/maps (i.e. architectural plans, floor plans, civil plans, design review plans, this includes plans/maps located within technical documents) are required to be **NATIVE PDF FILES** versus scanned copies.
- Zip files cannot not be accepted.
- Each submittal document shall be a separate PDF. (example: plan set PDF, structural calculations PDF, geotechnical report PDF, etc.). Supplemental documents (such as technical reports like a wetland delineation or drainage report) shall be saved as individually-named PDF files separate from plans/maps.
- Electronic documents must be in a state that allows for document mark-up, file combining, and processing (i.e. unprotected and unlocked).
- Electronic signatures shall be in compliance with the standards of their respective professional licensing board.
- File names need to meet certain requirements so they can be loaded into our permit software. File names need to match the name of the submittal requirement provided by the City, e.g. Construction Plans, Building Permit Application, Drainage Report, Structural Calculations, SEPA Checklist, Critical Area Report, etc. Do not add any other words to the name of your file(s) and do not use special characters (\*!@#%&, etc) in your file names. If you are not sure what to name something, please ask us.

### **PLAN FORMATTING**

- All plans shall be created on Washington State Plane NAD83, and vertical control datum NGVD 29.
- Plans shall be in landscape layout orientated so the top of the page is always at the top of the computer screen.
- Plans shall be a minimum of 11" x 17" however, most commercial projects will require a minimum of 24" x 36".
- Plans shall be prepared to an industry standard scale of a clearly legible size.
  - Site plans shall be drawn to a minimum scale of 1" = 20'
  - Floor plans, elevations, and sections shall be no less than 1/8" = 1'
- Plans that are marked "Not for Construction" or with similar notations will not be accepted.

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- A north arrow is required on all site plans and floor plans. Elevations shall be labeled North, South, East, and West as appropriate.
- Plan sets shall be fully dimensioned.
- Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
- Fonts must have a clarity equivalent to, or better than, the fonts Arial, Gill Sans, or Tahoma. Font size for text must be a minimum of 10 pt. or 3/32" for CAD prepared documents.
- Drawings must accurately represent what is proposed for construction. Alternative designs, optional layouts, irrelevant notes, and unused details shall not be included in the plan set.
- Building plans and engineering must correspond to the site topographic conditions.
- All sheets must be numbered, and labeled or titled.
- A title block must be located on the right hand side of each page.
- A drawing index is required on the cover page of the plan set.

## **ADDITIONAL PDF DETAILS**

- A minimum of 300 DPI is required.
- Plans should provide bookmarks that match the index sequence and should be named to allow the reviewer to quickly move from sheet to sheet.
- Bookmark settings should be set to open each page at full view.
- Hyperlinks are extremely useful for navigating drawing sets and are strongly encouraged for linking detail callouts on the floor plans to the referenced sheet or specific detail.
- PDF authoring tools must be set to Vector and not Raster.
- Maintain output scale – please do not use “Fit to page”.
- Viewports used during the drafting process should not be included in the final output for submittal.
- Font type must be TrueType. (SHX fonts are typically found in Raster format and should not be used). Please do not embed fonts.
- Do not include layer information from the drafting program. All layers should be flattened in the authoring program prior to export and submittal.

## **AS-BUILTS AND PLAT MAPS**

- Final As-builts and plat maps shall be provided to the city in both PDF format, and drawing file (DWG) format as an AutoCAD 2013 or earlier version.

## **REVISIONS AND RESUBMITTALS**

- Every resubmittal shall include a response letter addressing all comments.
- Revisions and resubmittals must include a complete plan set with and additional documents in a separate PDF.
- Revision numbers or revision dates must be shown in the title block of each sheet.
- All changes should be identified with a surrounding cloud and corresponding delta. A list of all deltas along with a brief narrative for each (including the sheet number they are on) should be provided on the title sheet of the plans.
- Please note partial resubmittals will not be accepted.

## **AGREEMENT TO APPLICATION REQUIREMENTS**

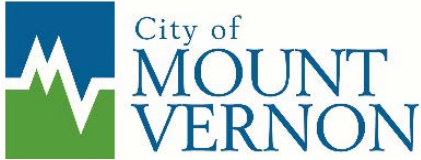
### **GENERAL INFORMATION**

When submitting a permit electronically you will be asked if you “agree to the application requirements”. This form contains the requirements you are agreeing to.

### **APPLICATION REQUIREMENTS**

Agreeing to the Application Requirements with the submittal of a permit through the City’s electronic submittal system means that you acknowledge the following and agree to be bound by all of the following:

1. You certify that you are the owner, or are acting as the Owner’s authorized agent, and that the application and documents submitted are complete and accurate.
2. You understand and acknowledge that financial securities could be required as part of the work you wish to complete and you agree to provide the items needed for the City to calculate these securities and to provide the securities themselves.
3. You understand and acknowledge that when a permit application is taken submitted through the City’s electronic permit system it does not mean the application has been deemed technically complete and sufficient for staff review.
4. You understand that if you submit incomplete, inaccurate, and/or erroneous information it will take the City longer to process your permits.
5. You understand and acknowledge that you could be responsible for providing as-built drawings at your own expense.
6. You understand and acknowledge that Special Inspections could be required as part of your project, and if required you will be required to pay for the cost of these inspections.



**DEVELOPMENT SERVICES DEPARTMENT**

910 Cleveland Ave, Mount Vernon, WA 98273  
360-336-6214 | PermitTech@mountvernonwa.gov

## **AUTHORIZED AGENT ACKNOWLEDGEMENT**

### **GENERAL INFORMATION**

The Development Services Department uses an electronic permitting system that, under certain circumstances, allows you to submit and process specified types of permits as an Authorized Agent of a property owner.

### **ACKNOWLEDGEMENT**

By stating you are an Authorized Agent you are attesting that the property owner has vested in you the right to submit permits and act on their behalf as said permit(s) is processed by the City.

Further, by conveying to the City that you are an Authorized Agent you are acknowledging that you understand, agree and certify that:

- You have been expressly authorized by the property owner whose property you are submitting permits for, to submit and act on their behalf on all matters related to the submitted permit.
- All statements, exhibits, reports, plans, and all other materials provided to the City as part of the permit being submitted are true and correct to the best of your knowledge and belief.
- You have made the property owner aware that although you are submitting permit(s) on their behalf that they (the property owner) remains responsible for the content of the permit application(s).

## **ELECTRONIC SIGNATURE ACKNOWLEDGEMENT**

### **GENERAL INFORMATION**

The Development Services Department uses an electronic permitting system that, under certain circumstances, allows you to provide an electronic signature when you submit specified types of permits.

### **ACKNOWLEDGEMENT**

By typing your First and Last Name where an electronic signature is requested you are using an electronic signature. By choosing to use an electronic signature you are acknowledging the electronic signature provided by you is a legally binding equivalent of a handwritten signature you would otherwise provide.

Further, by typing your First and Last Name into a field where an electronic signature is required you are acknowledging that you understand, agree and certify that:

- You are agreeing that your electronic signature is the legally binding equivalent to your handwritten signature.
- When you provide an electronic signature it has the same validity and meaning as your handwritten signature.
- You agree that you will not, at any time in the future, repudiate the meaning of your electronic signature or claim that your electronic signature is not legally binding.
- You are accepting responsibility for the use of your electronic signature as described on this form.
- The execution of any form with your electronic signature is intended to be the legally binding equivalent of your traditional handwritten signature, and that you are, and will be, accountable and responsible for actions performed under such electronic signature.