



CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4447

RE-ROOF PERMIT CHECKLIST

ABOUT THE RE-ROOF CHECKLIST:

Re-roof permits **are required** under the following criteria:

1. Residential and commercial buildings that are installing or replacing any portion of the roof decking (sheathing) including the adding of plywood over existing skip sheathing.
2. Commercial buildings receiving a type of roof covering heavier than the existing system.
3. Commercial buildings receiving new covering over the existing system.
4. Any building with clay tile or concrete tile roofs.

Note: On items #2, #3, and #4 above, plan review and structural calculations showing the roof is capable of carrying the additional load will be required. The others generally will not require a review, and may be issued over the counter.

Re-roof projects with the following conditions typically **do not** require a permit:

1. Adding one additional layer of composition roof over one existing layer of composition roof on a single family
2. Any residential building receiving a complete tear off and reinstallation of the same type of roofing material (except tile).
3. Repair or Alteration of roof coverings less than 100 square feet.

Applications must be completed entirely at time of submittal. Refer to the checklist below to ensure all details are included in your application.

REVIEW PROCESS:

Field Inspections by the building inspector on permitted jobs will take place if and when the roof deck is uncovered to verify the following: 1) condition of the plywood, 2) type of plywood and nailing, 3) attic ventilation, 4) approved roofing material and 5) adequate drainage. At the time of deck inspection, the inspector will determine whether or not a final inspection will be required for the work being done, based on the conditions found on site. The inspector may stop and take a cursory look at work being done on non-permitted re-roof projects to verify that a permit is not required, or to act in an advisory capacity.

SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Building Division Master Application form
2. ☐ Plan Set
3. ☐ Structural calculations, if required
4. ☐ Construction plans and calculations:
5. ☐ A copy of Washington State Contractor License or Owner Affidavit – by issuance.
6. ☐ Application fee
7. ☐ For property on the lake, shoreline exemption is required

Code References

Black Diamond Municipal Code
2018 IRC
2018 IBC

Resources

Building Division
Permit Center
Permit Status

Questions?

Permit Technician:
360-851-4447

Submittal

Email to:
permits@blackdiamondwa.gov

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PO Box 599
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www.ci.blackdiamond.wa.us