

TRI COUNTY RE-ROOF PRE INSPECTION REPORT FORM

Requested by _____

Job Address _____

Roof Access Location _____

Date Requested _____ Requested Time _____

Type of Existing Roof _____

The General Condition of Roof/Penetrations	Fair <input type="checkbox"/>	Bad <input type="checkbox"/>
BLISTERS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CRACKS	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is There Evidence of Water Ponding	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Moisture Present	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type of Roof Deck	Combustible <input type="checkbox"/>	Noncombustible <input type="checkbox"/>
Scope of Additional Work Required		
PLUMBING	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ELECTRICAL	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MECHANICAL	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Slope of Roof Deck _____ :

Distance to Property Line on	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All Sides More Than 10 Feet		
Building Size	≤ 3000 sq. ft. <input type="checkbox"/>	≤ 6000 sq. ft. <input type="checkbox"/>
	≤ 2 stories	

Minimum Class of Roof Required A. B. C.

Other: _____

Roof Drains	Required <input type="checkbox"/>	Adequate <input type="checkbox"/>
Overflow Drains	Required <input type="checkbox"/>	Adequate <input type="checkbox"/>
Roof Insulation Existing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roof Insulation Wet	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attic Ventilation	Provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Adequate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Listing	Provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Installation Instructions	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Required	Yes <input type="checkbox"/> No <input type="checkbox"/>

To re-roof this structure the following conditions must be met:

This re-roof proposal is approved for permit issuance if the conditions listed above are met

Yes No

After obtaining your permit you must contact the Building Development Division for an inspection when the roof deck is ready for inspection. The first inspection for a complete tear off is the deck inspection, for a built-up roofing system (overlay) is an inspection at the start of the job. After the re-roof is complete a final inspection is required.

Supplemental Section 12.0 Re-roof Installation Data

Construction Documents

No:

Item:

- 12.1 Required Site plan or building location map

The site plan typically includes the following information:

- North arrow.
- Building address.
- Property lines.
- Location of building (building footprint)
- Location of adjacent streets with names

- 12.2 Required Occupancy classification

Provide a note that indicates the building's occupancy classification. Reference the OSSC Chapter 3.

- 12.3 Required Type of construction

Provide a note that indicates the building type of construction. Reference the OSSC Chapter 6.

- 12.4 Required Minimum roof class required

Provide a note that indicates the building's minimum roof classification. Reference the OSSC Chapter 15.

- 12.5 Required Class of roof to be installed

Provide a note that indicates roof classification provided. Reference the OSSC Chapter 15.

- 12.6 Required Roof plan

The roof plan typically includes the following information:

- North Arrow
- A note that describes the scope of work to be performed. Tear off, repair, overlay, etc.
- A note that indicates the approximate number of squares of roofing to be applied.
- Location of all roof mounted equipment.
- Location of roof access
- Locations of all penetrations
- Roof and cricket slopes
- Location of parapets, scuppers, drains and overflow drains.

Please Note: The Building Official may waive the submission of plans. Contact your local jurisdiction for further information.

- 12.7 P NA Parapet and scupper cross section(s)

For new or replacement parapets/scuppers provide a cross section that details:

- Parapet construction and attachment
- Cricket details
- Scupper size and elevation above the roof deck

Commercial Checklist

For Tri-County Building Department Jurisdictions in Clackamas, Multnomah and Washington Counties