



## Re-Roofing Process for the City of Gresham

The local Tri-County Building Officials have agreed on the following guidelines for the re-roofing of commercial structures.

- 1. Site Plan:** All jurisdictions, with the exception of the City of Portland, will require a site plan. The site plan may be a rough representation that does not have to be to scale, but it must have all information required under Section 12.1 of the Tri-County Application Check List. The plan must show the location of the building on the site and in the case of multiple buildings on the site, indicate which building is being re-roofed. If only a portion of the building is being re-roofed, the site plan must show that portion. Also, the plan should state what type of use is going on in the building, i.e. manufacturing, office, warehouse, etc.
- 2. Pre-Inspection Report:** All jurisdictions will require a pre-inspection report to be completed before the re-roof permit will be issued. The contractor or building owner may request the pre-inspection report from the jurisdiction prior to applying for the re-roof permit. Normally the jurisdiction will complete the pre-inspection report, however, it may accept a pre-inspection report from a licensed engineer in lieu of performing the pre-inspection report. The report prepared, sealed and stamped by the engineer must address all aspects of the pre-inspection requirements. Failure to comply will result in the report not being accepted by the jurisdiction. A fee may be charged by the City of Gresham for this report. Please refer to the Fee Schedule for current fee amount.
- 3. Roof drainage:** Roof drainage will always be addressed during the pre-inspection process. Overflow drains on the exterior of the building will not require plumbing permits. Any drains in the interior of the building that entail any plumbing work will require permits.
- 4. Roof Insulation:** The roof insulation that is currently in use on the building will not be required to be brought in line with the current code requirements.
- 5. HVAC Equipment:** The removal and replacement of existing HVAC equipment will not require any permits unless new units are being installed.
- 6. Existing Roof Systems:** An additional system may be installed over the existing system, provided a stamped and sealed report by a licensed engineer is submitted which states that the structure is capable of supporting the additional weight load imposed by the additional roof system being layered

over the current system. A pre-inspection report as required in section No. 2 (above) must be submitted before the permit will be issued.

7. **Two layers of Roof:** If two layers of roofing currently exist in any portion of the area to be re-roofed, all layers of roofing in the area to be re-roofed must be completely removed. The Uniform Building Code is clear in limiting the layers of roofing for commercial roofing material to two layers in total. Jurisdictions will not accept an engineer's report stating a third layer can be applied and no alternate will be allowed. A pre-inspection report needs to be done even though there will be a complete tear off of the area to be re-roofed. The criteria regarding the condition of the roof system is not applicable, since it will be removed, but the areas of the report regarding drainage, attic ventilation and roof deck condition still need to be addressed.
8. **Finals:** Final inspections are required on all re-roof permits. These should be requested when the project is complete, including all sheet metal work.
9. **Fees:** The fees for re-roof permits and re-roof pre-inspection reports are determined by the individual jurisdictions. The City of Gresham's fee is based on the total value of the re-roof project. A plan review fee is applicable. If more than one identical building resides on the site and is being re-roofed with the same material, only one plan review fee will be charged on the project and a re-roof permit shall be issued for each building being re-roofed.