City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 • 503-823-7300 • www.portlandoregon.gov/bds

Commercial Reroof Permit/Inspection Program Contractor Registration and Agreement Form

The City of Portland and the Associated Roofing Contractors have jointly developed a reroof permit and inspection program that will be more effective for the City in obtaining code compliance and at the same time less costly for the contractor.

The program is an option to the normal permit/inspection process and is available only to commercial roofing contractors who pre-register with the City of Portland Bureau of Development Services and agree to abide by the conditions of this Registration Agreement. Contractors not choosing to utilize this program may continue to obtain permits/inspections in the traditional manner.

Reroof permits would be pre-purchased by pre-registered roofing contractors in multiples of five. Check the BDS Fee schedule for the current reroofing permit cost.

Conditions of Participation in the Program, Under the Program, the roofing contractor agrees to the following:

1. I understand that work conducted using a Minor Label is subject to Planning and Zoning regulations. I will verify that Planning and Zoning regulations are met prior to installation by calling the Zoning Hotline at 503-823-7526.
2. To obtain permits for all reroof work and to construct all reroofs in compliance with the Oregon Structural Specialty Code in effect at the time of purchase.
3. To Pre-Register with the Bureau of Development Services by completing this form.
4. To Pre-Purchase Reroof Permits in quantities of five (check the current Building Permit Reroof Fee Schedule). Payments can be made to the Development Services Center, in person or by mail.
5. To perform code required cut outs to determine the structural condition of the roof, type of substrate, insulation and number of plies; to prepare a roof specification based on the cut out information, roof area, distance to nearest property line and roof substrate; and to provide that information on the Permit Form provided for that purpose.
6. When it is proposed that a new roof covering is to be applied over an existing roof covering: To obtain the services of a professional structural engineer registered in Oregon to determine that the roof structure is adequate to carry the total dead load plus live load required at the time of the building was constructed or the total dead load plus 25#/s.f. live load, whichever is greater; and to provide with the Permit Form a certified structural calculation that the roof structure is adequate to support the required dead plus live loads.
7. To provide a written statement from the building owner that a legal agreement does not exist that requires seismic structural improvement be done to the roof structure at the time of roof covering replacement.
8. When the building is an unreinforced masonry bearing wall building and when the roof covering is repaired or replaced as defined in City Title 24.85: To submit stamped engineering drawings and calculations to obtain a building permit for roof to wall anchorage and parapet bracing as required in section 24.85.065 of the City Title. Additional information may be obtained through the Structural Information line and 503-823-1302.
9. To call for inspection when the work begins and existing roof covering is being removed or the roofing materials have been delivered to the job site and to provide the inspector: a) access to the roof, and representative cut outs, b) the Permit Form and the documentation required in Items 5 and 6, and c) copy of U.L. or other documentation of roof assembly compliance.

Failure to abide by the above conditions will be just cause for terminating participation in The Program without refund of unused permit fees.

The undersigned agrees to abide by the Conditions of Participation.

Company _____

Address _____

City _____ State _____ Zip Code _____

Executive Officer _____

Signature _____ Date _____

City Business License Number _____

Construction Contractors Board Registration Number _____