



**Bureau of  
Development  
Services** FROM CONCEPT  
TO CONSTRUCTION

# PROGRAM GUIDE



## Commercial Reroof Permit Program

**Category:** Commercial Construction

**Revised:** December 1, 2012  [Paul L. Scarlett] , Director

**Responsible Bureau Section:** Development Services Center  
Permitting Services/Trade Permits  
1900 SW Fourth Avenue  
Portland, OR 97201  
503-823-7363

Inspection Services  
1900 SW Fourth Avenue  
Portland, OR 97201  
503-823-7303

### I. BACKGROUND

In 1994, the Bureau of Development Services (BDS) initiated an alternate program to sell packets of commercial reroof permits for licensed contractors. This program is voluntary, does not require site specific information at the time of sale, and requires pre-registration and an agreement with BDS before participating in it.

Contractors not choosing to participate in this program may continue to obtain reroof permits for each building by submitting plans in the Development Services Center for review. (See Section VII. Obtaining Reroof Permits Not Using the Program below.)

### II. PROGRAM OVERVIEW

The alternate program allows contractors registered with the State Construction Contractors Board to pre-purchase reroof permits in groups of five for a flat fee. Under the provisions of this program, it is not possible to purchase a single reroof permit. Although this program can be used for any size roof, each permit is valid for 10,000 square feet of roof area. For example, if the entire roof area is 20,000 square feet, two permits are required for the entire roof area. The contractor performs roof cut-outs; completes the permit forms; obtains structural documentation; requests inspections while the work is in progress and prior to covering exposed decking or cutouts; and provides this information to the inspector. All work performed by the contractor must comply with the appropriate provisions of the Building Code.

Commercial reroof permits will be valid for 360 days from the date of purchase by the registered contractor. No refunds will be issued for unused permits or portions of reroof permits.

### **III. REGISTRATION**

Contractors wishing to participate in this program are required to pre-register by completing a “Contractor Registration and Agreement Form.” The agreement form can be found on the BDS Web site under: “Applications/Handouts/Permits & Inspections/Commercial/Commercial Reroof Permits/Inspection Program Contractor Registration and Agreement Form” at the following address:

[www.portlandoregon.gov/bds/article/229661](http://www.portlandoregon.gov/bds/article/229661).

The form to purchase a packet of reroof permits can be processed in person at the Trade Permits Counter or returned by mail with a check made out to the City of Portland. Failure to abide by the agreement conditions will be just cause for terminating participation in the program without refund of unused permit fees.

**Mail:** Development Services Center  
Attn: Trade Permits Counter, Reroof Contractor Reg.  
1900 SW Fourth Avenue, Suite 5000  
Portland, Oregon 97201

A new Contractor Registration and Agreement form must be completed each time reroof permits are purchased.

### **IV. PURCHASING AND USING THE PERMITS**

After completion and approval of the Contractor Registration and Agreement form, permits can be purchased in the Development Services Center. Permits are sold in groups of five and are available for purchase at the Trade Permits Counter.

#### **A. To acquire the permits:**

Present a completed Contractor Registration and Agreement form to the Trades Permit Technician. The Technician will input the necessary information into the permitting computer system, and the appropriate permits and a payment slip for the necessary permit fees will be generated.

**Please note: in some situations, such as the following, additional permits and/or review may be required in addition to the reroof permit:**

Unreinforced Masonry Walls: If the building is an unreinforced masonry wall building and the roof covering is repaired or replaced as defined in section 24.85.02 of City Code Chapter 24.85, a building permit is required to brace the parapets and anchor the unreinforced masonry walls to the building roof system per requirements of section 24.85.065 of City Code Chapter 24.85. Stamped engineering drawings and calculations must be submitted and approval for this work must be obtained.

Wildfire Hazard Areas: If the reroof occurs on a building located within a wildfire hazard zone, the roofing material must be verified as either Class A or Class B.

Historic Design Review: Reroof or roof replacement projects for structures located within Historic Districts or designated as Historic Landmarks require zoning review. Generally, historic design review is required for reroof projects that propose roofing materials that are different from existing roofing materials and for roof replacement.

**B. Fees**

The permit fees for the reroof program consist of processing, state surcharge, and inspection fees for each permit and are listed on the BDS Fee Schedule.

The current fee schedule may be obtained on the BDS Web site at [www.portlandonline.com/bds](http://www.portlandonline.com/bds) under the “Fees” tab at the top of the page.

**C. Using the Permit Forms**

1. **General.** Permits can be used throughout the City including those areas designated as wildfire hazard areas. Each permit is valid for 10,000 square feet of roof area. Permits are activated when an inspection request is made.
2. **Telephone inspection request.** To activate reroof permits by telephone, contact the BDS Commercial Inspection Section at (503) 823-7303.

When requesting a reroof inspection, the following information must be provided:

- a) Provide the project address. The project must be identified as a commercial reroof inspection;

- b) Provide the Commercial Reroof Permit number. Please provide all permit numbers if more than one permit is being used for a single roof; and
- c) Provide contact information. The name and phone number of a contact person must be provided.

Upon receipt of the inspections request, the commercial inspections support staff will create a commercial inspection request and will forward that request to the appropriate Building Inspector.

Reroof inspection requests received by 4:00 p.m. will generally be completed on the next business day.

## **V. INSPECTIONS**

- A.** The Building Inspector will perform the field inspections. In order to conduct the inspection, the inspector will require the following information:
  - 1. All copies of the applicable Commercial Reroof Permit[s];
  - 2. A copy of the engineer's letter verifying the roof's load capacity is adequate if a new covering is to be applied over the existing roof covering;
  - 3. If the building is an unreinforced masonry wall building and the roof covering is repaired or replaced as defined in section 24.85.02 of City Code Chapter 24.85, a building permit is required to brace the parapets and anchor the unreinforced masonry walls to the building roof system per requirements of section 24.85.065 of City Code Chapter 24.85; and
  - 4. A copy of the roof assembly specification to be installed. If the reroof occurs on a building located within a wildfire hazard zone, the reroofing material must be verified as either Class A or B.
  
- B.** During the inspection, the inspector will:
  - 1. Review the provided information as noted above;
  - 2. Inspect roof cutouts; and
  - 3. Inspect conditions of plywood sheathing or decking in those locations where the roofing material has been removed.
  
- C.** At the end of the inspection, the inspector shall note the date of the inspection, any corrections or the inspection approval on the original Commercial Reroof Permit. In those instances where more than one reroof permit is used for a single job, the inspector will also note all of the

applicable permit numbers on the permit where the inspector is making the comments.

- D. At the time of final inspection approval, the inspector will remove the top copy of the Commercial Reroof Permit. The inspector will submit the top copy to the commercial inspections support staff for permit closure.

## **VI. VIOLATIONS AND ENFORCEMENT**

Violations of the terms and conditions laid out in the Contractor Registration and Agreement may result in removal from the program.

Violations of work conducted shall be processed through the BDS enforcement process.

## **VII. OBTAINING REROOF PERMITS NOT USING THE PROGRAM**

Contractors may opt to obtain reroof permits without using the program by submitting plans to the Development Services Center for review and approval. Under the conventional program, once the plans have been approved and paid for, inspections may commence.

Plans necessary for review typically include:

an engineer's letter verifying the roof's load capacity is adequate if a new covering is to be applied over the existing roof covering; stamped engineering design and calculations for bracing of the parapets and attachment of walls to the roof framing for unreinforced masonry buildings; and a copy of the roof assembly specification to be installed.

If the reroof occurs on a building located within a wildfire hazard zone, the reroofing material must be verified as either Class A or B. Additional plans or engineering may be necessary based upon the specific structural modifications and building type. The fees for a reroof permit obtained in this manner are valuation-based according to the BDS fee schedule.