



Community Development Department
Building Safety Division
7501 E. Civic Circle
Prescott Valley, AZ 86314
(928) 759-3050 Fax (928) 759-5511

PERMIT # _____

ROOF PERMIT APPLICATION

CONSTRUCTION ADDRESS: _____

PARCEL# _____ - _____ - _____ UNIT#: _____ LOT#: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

PHONE NUMBER: _____

CONTRACTOR NAME: _____

BUSINESS LICENSE #: _____ CONTRACTOR'S LICENSE #: _____

ADDRESS: _____ PHONE #: _____

DESCRIPTION: _____

ARE YOU ROOFING ANY DETACHED BUILDINGS? YES NO

IF YES, HOW MANY BUILDINGS? _____

IS THIS A MOBILE HOME OR MANUFACTURED HOME? YES NO

VALUATION OF LABOR AND MATERIALS: _____

SIGNATURE: _____ DATE: _____



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Building Safety

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**2012 International Residential Code – Application and Inspection verification check sheet for
“Roof/Reroof” minimum permit requirements.**

- 1. Roof Type: Shingles 3 Tab/Laminated Shakes/Wood Title _____
 Metal Roll-on/Hot-mop Other _____
- 2. Location: Residence Commercial Other _____
- 3. Reroof: Existing type: _____ Overlay Tear-off
- 4. Squares: Estimated overall: _____ Total percent of roof area coverage _____%
- 5. Overlay: _____

Note:

- Shingles shall not be installed on less than a 2:12 slopes; Tile/Cement: 2 ½: 12 slope; Metal: 3:12 slope; Roll-on/Hot-mop: per manufacturer’s installation instructions. Lesser slopes only upon manufacturer’s approval.
- No more than two roofing applications may be applied to any roof, without the complete removal of all existing roof covering. Manufactured/mobiles homes cannot be reroofed over existing roofing systems without expressed engineering approval from manufacturer.
- Roofing systems are required to be installed per current code requirements along with manufacturer’s specifications and installation instructions. Manufacturer’s documents shall be on site for review by the inspector.
- Step flashing is required at all roof to sidewall junctions and will be interlaced.
- Engineered analysis required for roofing support systems (rafter/trusses), supporting increased live load based on heavier upgraded roofing materials.
- These requirements shall apply to reroofing and/or modifications of existing systems.
- New roof coverings shall not be installed without first removing all existing layers including shingles and underlayment. Note: you may roof over one roof application only.

AFFIDAVIT

I, _____ (Installer/Contractor), acknowledge my understanding and acceptance of the above-mentioned requirements. Additionally, have inspected the roof at _____.
I have found the roof/deck/sheathing to be adequate and that the roof complies with Section R907 of the 2012 IRC.

Signature: _____

Date: _____

Printed Name: _____