



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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**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 Tile _____
 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/mobile 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.

CERTIFICATION

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: _____