

PITKIN COUNTY ROOF PERMIT APPLICATION CHECKLIST

OWNER _____

JOB ADDRESS _____

PARCEL I.D. NUMBER (applicant to provide) _____

Fees: Roofing permit fees have a flat rate of \$200 each, plus an hourly plan check fee and use tax. A separate permit is required for each separate building.

Pitkin County Land Use Code 7-20-6 Development Standards in Wildfire Hazard Areas

- Every new roof or re-roof in Pitkin County is required to be a minimum Class A Covering OR Class A Assembly.
- Wood shakes and shingles are prohibited in unincorporated Pitkin County. This means that existing wood shake or shingle roofs may not be replaced with wood shakes or shingles. If an addition is made to an existing wood shake or shingle roof, the new roof covering may not be wood shake or shingle. Class B treated shakes and shingles are not approved for use in unincorporated Pitkin County. Repair of existing wood shake or shingle roofs, individual damaged or failed shakes or shingles may be replaced if the aggregate replacement does not exceed 10% of the total roofing area of the building in any one-year period.
- All roof coverings are to be non-reflective color or composition. Reflective roof materials shall not be used unless the materials are treated prior to installation to eliminate reflection, with the exception of materials associated with solar or photovoltaic equipment.

Metal Roofs: All metal roofs are required to be Class A assemblies. Refer to the manufacturer's specifications to determine Class A assembly requirements. Most manufacturers require a specific underlayment.

Amendment to 2015 IBC 1507.2.8.2: Ice barrier is hereby amended to read as follows – “An ice dam barrier that consists of underlayment cemented together or of a self-adhering polymer modified bitumen sheet shall be used in lieu of normal underlayment and shall extend from the roof edge at least four and one half feet inside the exterior wall line as measured along the roof surface, twenty four inches from centerline of the valley and up twenty four inches on the vertical wall at a roof wall juncture.

Inspections:

- All metal roofs are required to have an underlayment inspection.
- Re-roofing of a historic building or a building located in a historic district.
- All roofs require a final inspection

Other:

- Roof work involving structural framing, replacement of damaged roof deck or the addition of rigid insulation *requires a building permit.*
- Homeowners may re-roof their own homes if it is their primary residence and is a single-family residence. Re-roofs must comply with Pitkin County building and land use codes. An owner/builder test is not required in this instance.

Roofing Permit Checklist

NOTE: If the proposed work requires County Land Use review, all final approvals must be obtained PRIOR to submission of a building permit application. Contact a County planner at 920-5526 to determine if a Land Use Review is needed.

Is the site an historic and/or archeological resource?
(Check with the Historic Preservation Officer at 920-9225.) If yes, conceptual approval from the Historic Preservation Officer is required at permit submittal.

Roof Repair or Re-Roof:

Permit application form.

Photographs, one clearly showing the structure involved and one showing a close-up of the existing roof.

Manufacturer's specifications of roof covering materials to be used.

Construction Management Plan: will include dumpster, bathroom location and on-site parking plan.

In cases of roof work involving changes to height, slope structure or insulation, please enclose the following in addition to the above:

Plans showing existing and proposed roof construction (if applicable)

Details of proposed construction; an architect or engineer stamp may be required.

Topographical survey if a height change is involved

Site altitude (within 100 ft)

Home-owners checklist (in addition to above checklist):

Is this a single family residence?

Roof covering material to be used:

Is additional insulation being added to the roof assembly?

If yes, provide verification from a Colorado-licensed architect or engineer that the existing roof structure will support the additional snowload.

What is the present roof covering material?

Will this material be removed before application of the new material?

What is pitch of roof? in 12. (If multiple pitches are involved, note each on photographs.)

Do you plan to reside in this house for the next two years?