



## Tri-County Commercial Application Checklist/Re-Roof Only

Department of Consumer & Business Services  
Building Codes Division

Standard checklist for all building departments in Clackamas, Multnomah and Washington Counties  
[www.bcd.oregon.gov](http://www.bcd.oregon.gov)

### PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

### PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

### SECTION 1.0 — GENERAL PROJECT DATA

- 1.1  Required No. of sets of plans: \_\_\_\_\_  
1.2  Required Cover sheet plan index  
1.3  Required Building Occupancy Classification  
1.4  Required Building Type of Construction Classification

### SECTION 2.0 — STRUCTURAL DATA

- 2.1  Required Site plan or building location map  
2.2  P  NA Structural calculations  
2.3  P  NA Structural engineer's report

### SECTION 3.0 — RE-ROOF INSTALLATION DATA

- 3.1  Required Roof plan  
3.2  Required Parapet and scupper cross section(s)  
3.3  Required Minimum Roof Class required  
3.4  P  NA Pre-re-roof inspection report  
3.5  Required Roofing system listing information

### SECTION 4.0 — JURISDICTIONAL: SPECIFIC REQUIREMENTS

- 4.1  P  NA  Required \_\_\_\_\_