



ROOF/RE-ROOF APPLICATION CHECKLIST

PROJECT ADDRESS: _____

DATE: _____

NOTE: All re-roofing projects require a Roofing Permit. Roof work that changes height, slope, footprint, structural framing, or cavity insulation requires a Building Permit. Patching less than 1 square (10'x10') does not require a permit. Reference 2015 IBC/IRC for code requirements.

THE FOLLOWING MUST BE INCLUDED WITH EACH ROOFING PERMIT SUBMISSION:

- City of Aspen [Re-Roofing Application Checklist](#)** – This form must be completed entirely.
- [Permit Application Signatures Packet](#)** - All 6 pages must be completed and include owner or contractor signatures where applicable.
If you answered YES to the Asbestos Checklist in the Permit Application Signatures Packet, answer these questions:
 - YES/ NO** - Are all materials to be removed asphaltic, tar impregnated and non-friable (will not crumble by hand pressure when dry)?
 - YES/ NO** - Will you be removing the roofing materials by hand (no circular saws)?
 - YES/ NO** - Will you dispose asphaltic roof shingles and NOT recycle them?*If you answered YES to all the above, an asbestos test will not be required.*
- YES/ NO** - Is the address listed on the "[Inventory of Historic Sites and Structures](#)" or in a **Historic District**?
If you answered YES, HPC Approval is required for this project. Contact the Historic Preservation Officer at 970-429-2758.
- Site Plan** – The site plan may be hand drawn but MUST be legible. Site plans must show the entire roof and include the following:
 - Extent of proposed work**
 - Impervious Areas** – You must illustrate and label all hardscape vs. landscaping
 - Downspout & Gutter locations** - Draw and label each one and show if they drain to hardscape or landscaping
 - Snowguards/stops** – These are required on all roofs that shed onto neighboring properties or potentially occupied areas such as a walkway, stairway, alley, deck, pedestrian and vehicular exit from buildings or areas where there is potential for personal injury or property damage and areas directly above or in front of gas utility or electric utility meters. (Ordinance 40, 2016)
- Two Photographs of Existing Conditions** - One photo must clearly show the structure involved and one must show a close-up of the existing roof.
- [Construction Management Plan \(CMP\)](#)**
- Proposed Roof Assembly Drawing** – Show all layers/components from the roof sheathing up. Each component must be clearly labeled to include product and manufacturer name and existing to remain components and number of layers. Show flashing and ice barrier.
 - Existing roofing and number of layers:** _____
- UL or ICC-ES report** for the listed **Class A** roof assembly specific to your roofing product and installation (required for all roofs per Ordinance 40, 2016)
YES/ NO - Is the roof vented?
YES/ NO - Are you removing, replacing, or adding **roof deck insulation** (including tapered)?
If you answered YES, please describe in detail: _____
 - Letter of Structural Integrity** – This is required if you are adding insulation due to potential increase in snow load.**YES/ NO** – Are you replacing **damaged roof deck**?
If you answered YES, please list the approximate square feet of damaged roof deck to be replaced: _____. Be advised that roofs must comply with the energy code which may require insulation.

Additional requirements from Ordinance 40, 2016:

Ice barrier consisting of either self-adhering polymer modified bitumen sheet or two layers of underlayment cemented together required to extend from the roof eave edge at least 6 feet inside the exterior wall line as measured along the roof surface, 18 inches from the centerline of the valley and 24 inches on the vertical wall at a roof and wall juncture.

Ventilation openings, including ridge vents, must protect against rain and snow. Individual vents may not exceed 144 sq inches. Vents must be covered with noncombustible corrosion-resistant mesh or screen with openings no smaller than 1/16" and no larger than ¼".

Wood shakes and shingles require a minimum ¼" vented airspace separating the shingles from the roofing underlayment above the structural sheathing.