



# RE-ROOF

## PERMIT CHECKLIST

PUBLIC WORKS BUILDING DIVISION  
206-973-4753

**THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:**

- \_\_\_ Completed Permit Application
- \_\_\_ Verification of Applicant's City of SeaTac Business License ( *See Finance Department* )
- \_\_\_ Receipt of Permit Fee or Initial Plan Review Fee
- \_\_\_ Complete Legal Description or Parcel Number

\_\_\_ **The Following Information is Needed If:**

1. Sheathing is Removed.
2. Covering or Replacing Skip Sheathing with Solid Sheathing
3. Changing Type of Roofing Material To a Substantially Heavier Material

\_\_\_ Two Sets of Plans  
(1/4" Minimum Scale) to Include:

1. Roof Framing Plan Showing Lumber Dimensions, Grade, Spans, and Spacing
2. Cut Section
  - a. Roofing Material
  - b. Roof Pitch

\_\_\_ **For Commercial Permits Supply the Following :**

1. Class and Type of Roofing Material
2. Manufacturer's Installation Instructions
3. Occupancy/Use of the Building