



# Commercial Roofing

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**Building Permit Applications are accepted only between the hours of  
Monday-Tuesday 7:30 A.M. to 11:30 A.M  
Wednesday-Friday 8:00 A.M. to 11:30 A.M.**

## **REQUIRED DOCUMENTS**

**Dear Applicant;**

**Please be aware of the following:**

- ✧ Please complete application & provide material data sheets for new roofing.
- ✧ Your permit expires if work isn't started within 180 days from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.



**Building Permit Application**  
 380 A Avenue  
 Lake Oswego, OR 97035  
 Submit Permits to: [permits@lakeoswego.city](mailto:permits@lakeoswego.city)  
 Online: [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

PERMIT #	
DATE:	
AMT PD:	AMT DUE:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
TYPE OF WORK	
<input type="checkbox"/> New 1- and 2-family Dwelling	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition/alteration/replacement	<input type="checkbox"/> Deck/patio cover
<input type="checkbox"/> Accessory structure/garage	<input type="checkbox"/> Pool/boathouse/dock
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Interior T.I. (Comm)
<input type="checkbox"/> Other (Add Description)	
JOB SITE INFORMATION AND LOCATION	
Project/tenant name:	
Job site address:	Suite #
Tax Map No.	
WORK DESCRIPTION	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	Phone:
CONTACT PERSON	
Name:	Phone:
E-mail:	
CONTRACTOR INFORMATION	
Business name:	CCB:
Address:	Phone:
E-mail (Required):	
<b>Authorized Signature:</b>	
Print name	Date:
<p><b>All contractors and subcontractors</b> are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:</p>	

RESIDENTIAL REQUIRED DATA		
<p><b>Permit fees*</b> are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.</p>		
Valuation: \$		
	EXISTING	NEW OR ADDING
Number of bedrooms:		
Number of baths:		
Total # of Floors		
Dwelling SF area		
Garage/carport area		
Covered porch area		
Deck area		
Other structure area		
COMMERCIAL REQUIRED DATA		
<p><b>Permit fees*</b> are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.</p>		
Valuation: \$		
Area (SF)		
Existing Building:		
New Building Area:		
Number of stories:		
Type of construction:		
<p><b>THIS PERMIT APPLICATION EXPIRES</b> if a permit is not obtained within 180 days after it has been accepted as complete. *Fee methodology set by Tri-County Building Industry Service Board Form B70-1001</p>		
<b>Building Permit Fee*</b>		
<i>Please refer to master fee schedule</i>		
05/2017		



# RECORDS RETENTION FEES WORKSHEET

## BUILDING PERMITS - PART A

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Base Fee \$ 25.00

## BUILDING PERMITS - PART B

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Fees for Building department submittals.

Note: A page with printing on both sides count as two pages.

<u>Size</u>	<u># of Pages</u>		<u>Cost Per Page</u>	<u>Total =</u>
8 1/2" x 11"	_____	X	\$ 0.25	_____
8 1/2" x 11"	_____	X	\$ 0.25	_____
11" x 17"	_____	X	\$0.50	_____
18" x 24"	_____	X	\$ 2.00	_____
24" x 36"	_____	X	\$ 3.00	_____
36" x 42"	_____	X	\$ 4.00	_____
Other formats	_____	X	\$5.00	_____
<b>Total Part B</b>				= _____

## TOTAL RECORDS RETENTION FEE

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Total from Part A \$25.00

Total from Part B \_\_\_\_\_

Total Amount: \_\_\_\_\_

**SECTION 12.0 — RE-ROOF INSTALLATION DATA**

*Location: see number or spec section;*

**Construction documents**

- 12.1 Required Site plan or building location map
- 12.2 Required Occupancy classification
- 12.3 18] Required of construction
- 12.4 Minimum roof class required
- 12.5 Required Class of roofing to be installed
- 12.6 Required Roofplan
- 12.7 D P D NA Parapet and scupper cross section(s)

**Supporting documents**

- 12.20 Required Penetration report
- 12.21 Required Roofing system listing information
- 12.22 Required Roofing manufacturer's catalog "cut sheets"
- 12.23 D P D NA Structural calculations
- 12.25 D P D NA Structural report