



Tri-County Commercial Application Checklist/Re-Roof Only



Department of Consumer & Business Services
 Building Codes Division • Tri-County Service Center
 City of Canby, PO Box 930, 170 NW 2nd Avenue, Canby OR 97013
 Phone: 503-266-9404 Fax 503-266-1574
www.ci.canby.or.us/Department/building
www.oregonbcd.org

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 _____