



THE CITY OF ASPEN

ASPEN ROOFING APPLICATION CHECKLIST

For Building and Permit Information, please refer to our website at:

http://www.aspenpitkin.com/depts/41/main_building.cfm

NOTE: This is a general list of **required information**. More information may be required as each project is individually evaluated. If the proposed structure requires City Land Use Review, **all final approvals must be obtained PRIOR** to submission of a building permit application. Contact a city planner at 970/920-5090 to determine if a Land Use Review is needed.

JOB ADDRESS _____ PARCEL I.D. NUMBER _____

OWNER _____ DATE: _____

RE-ROOF POLICY

- Is the site listed on the "Inventory of Historic Sites and Structures"? _____ If yes, then HPC Approval **required**. Contact the Historic Preservation Officer at 429-2758 for details, or pre-approval requests. A permit may be required.

No permit is required **IF**: The re-roofing involves no changes or construction, and is for **non-rated** roofs allowed by R907 2003 IRC, Sec. 1510 2003 IBC, done by a city licensed roofing or licensed general contractor. NOTE: Approval of roof material may be required in certain zones and historic districts.

Any change involving structure, height, or footprint **DOES** require a permit. Also, roof work involving structural framing, more than one square (100 square feet) of damaged roof deck, addition of rigid insulation, or fire-resistive roof covering **does** require a permit. Please submit with the following:

- One (1) copy of all City approvals** pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approvals, P&Z and or BOA. Verification that all conditions of approval are being met should be called out in the development plans. It is requested that reduced copies of all approvals be placed on the cover sheet of the submitted drawing plans.
- Letter of Approval** from Homeowners Association or Owner of structure.
- Drawing or specs of proposed assembly** with components and Class A, B, or C labeled.
- Building type of construction**, check one: IA IB IIA IIB IIIA IIIB IV VA VB

Roof Repair or Re-Roof:

- Permit Application form** (including legal description), with total description of proposed work
 - Photographs**, one clearly showing the structure involved and one showing a close-up of the existing roof
 - Two (2) copies Construction Management Plan (CMP)** which includes a Right-of-Way permit required for work in the public ROW and an Encroachment License required for occupancy of a public ROW.
 - One (1) Asbestos Checklist**, regarding material removed.
 - Asbestos Questions:**
 - YES/ NO - Are all the roofing 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 answer YES to all of the above, an asbestos test will not be required.**

Roof work involving changes of height, slope, or structural framing, or insulation:

- Permit application form** (including legal description)
- One (1) Asbestos Checklist**, regarding material removed. No Building Permit will be *issued* prior to Abatement/Mitigation of any found asbestos.
- Photographs, one clearly showing the structure involved and one showing a close-up of the existing roof
- Two (2) sets of architectural plans**, stamped by the architect, showing existing and proposed roof construction
- Two (2) sets of structural plans**, stamped by an engineer.
- Line Grade Verification** form, if a height change is involved.
- Two (2) copies Construction Management Plan (CMP)** which includes a Right-of-Way permit required for work in the public ROW and an Encroachment License required for occupancy of a public ROW.