



Permit Center

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Roofing Permit Requirements

IBC Chapter 15, IRC Chapter 8 & 9, WSEC

Permit Required:

- Building Permit is required for installation of replacement, additional, or new roof coverings
Exception: A building permit is not required for installation of new roof covering on **single family residences & duplexes** when:
 - The work does not include any structural replacements or changes, including new structural sheathing. (Installation of plywood or OSB base over existing spaced sheathing is not considered structural sheathing; and,
 - The new materials are equal to or similar weight of the materials being replaced
- Design Review approval may be required on multifamily residential, projects located in a Design Review district such as City Center, or an Urban Village

Review Requirements:

- [Subject to field inspection \(STFI\)](#) permit if all of the following apply:
 - Roof coverings with no structural modifications (including sheathing)
 - New materials are of similar weight to the old materials
 - Slope is 2:12 or greater
- Plan review is required if the proposal does not meet the STFI criteria above.

Application Requirements (for applications requiring plan review):

All applications:

_____ [Building Permit Application](#)

_____ Roof Plan

- Identify extent of work
- Identify slope(s)
- If roof drainage is modified, provide plan

_____ Proposed Roofing System description

- Identify existing roofing material(s) to remain
- Identify proposed roofing material type, fire classification
- If roof sheathing is being exposed, identify attic or roof insulation

_____ Manufacturer's specifications for roofing materials

As needed:

_____ Analysis of the roof framing structural capacity verified by a WA State licensed design professional if proposal includes structural modifications or results in net weight increase

_____ If the building is equipped with unreinforced masonry parapets and more than 25% of the roof covering is being replaced, the International Existing Building Code (IEBC) requires that the parapets be braced to withstand earthquake forces. It is necessary to employ a licensed design professional to analyze the parapet and design a bracing system.

_____ Building Enclosure Design Documents per RCW 64.55, or specify exemption if proposal is a multifamily residential building