



# COMMUNITY DEVELOPMENT: BUILDING DEPARTMENT

One DesCombes Dr • Broomfield, CO 80020 • Office 303.438.6370 • Fax 303.438.6207 • buildingpermits@broomfield.org

<b>Date Received</b>	<b>RE-ROOFING PERMIT APPLICATION</b>				<b>Permit Number</b>
Address of Proposed Construction					
Property Owner		Owner Email Address (required)		Owners Phone Number	
Owner's Address (if different from above)					
Contractor		Contractor Phone Number		Contractor License Number	
Contractor Address					
Job Contact Name		Contact Mobile Phone Number		Job Contact Email Address	
<b>Project Valuation</b> (Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued.) <a href="#">BMC §15-03-100</a>					\$
A Roof Slope Report is required for all Pitched Roof Systems.					
<b>Pitched Roof Systems</b>					
3-Tab Asphalt Shingles	Laminated Asphalt Shingles		Concrete / Clay Tile	Metal Roofing	Other
Number of squares installed:	Number of Stories :	Tear-off	One overlay	Roof Slopes: /12 /12 /12	
Brand and Style:				Roof Slope Change: /12 to /12	
Asphalt shingles shall be classified ASTM D 3161 Class F or ASTM D 7158 Class H or G. Follow manufacturer's high wind installation instructions. Drip edge required on eaves and gables of shingled roofs - IBC Section 1507.2.9.3, IRC Section R905.2.8.5.					
<b>Flat Roof Systems</b>					
Number of squares installed:		Tear-off to Deck		Overlay	Existing roof:
					Slope / Pitch of roof: (minimum ¼ inch per foot)
Type of roof deck:	Fire Rating:		Built-up roofing:		Adhered Mech. Attach Ballasted
	A B C				
Single Ply Membrane - type / thickness:		Existing insulation type / thickness / R:		Added insulation type / thickness / R:	
<b>Other Roof Elements</b>					
Number of Skylights removed:	added:	replaced:	U-value:	Solar panels on roof	Yes No
Ladders must be set and secured by 8.00 am the day of the inspection.					
A mid roof inspection shall be called when the roof is 25%- 50% complete and a final inspection is required when the roofing is done.					
It is the owner's responsibility to obtain any Homeowners' Association and/or Architectural Control Committee approvals that may be applicable. I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City and County of Broomfield. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. I consent to pay the use tax based upon the purchase price of all building and construction materials, as required by ordinance. I understand records are subject to audit and verification for 3 years following final inspection or C.O. Broomfield Municipal Code requires taxpayers to maintain building use tax records for 3 years. All materials, drawings or documents submitted for this permit become public record and may be released to the public. By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.					
Signature:		Print Name:		Date:	
Office Use Only					
Building Department Approval:				Date:	



## ROOF INSPECTION PROCESS CHECKLIST

- Broomfield follows the manufacturer's installation instructions for the product used. IRC R 905.1 and IBC 1507.1
- Flashing at a slope change: This is in the IRC section R 903.2.1 and IBC Section 1503.2.1. There are no exceptions for this code, this is for a shingle-to-shingle application example: from a 2:12 to 4:12 slope. For an illustration of how it is done. GAF Pro Field Guide for steep-slope roofs Pg. 62 and Certainteed Master Craftsman shingle applicator's manual Pg. 58
- Stagger or offset not to manufacturer's installation instructions: Laminate shingles minimum offsets or staggers is 4". This is a Broomfield policy as well as a manufacturer installation guideline.
- Step metal installation: They are in the wrong locations or have a nail below the top 2" of the step metal. For example, Owens Corning Roofers guide to roof installation Pg. 20 and GAF Pro Field Guide for steep-slope roofs Pg.244 #3 and #6, Certainteed Master Craftsman shingle applicator's manual Pg.49
- Exposure of shingles: Each shingle manufacturer has their own exposure ( the visible part of the shingle ) that they were tested at to get a wind rating or the listing ASTM D7158 ASTM D3161 ASTM D3462. If it is not done to this exposure, the shingle can be limited in its performance against wind. Pay attention to Owens Corning Pg 11 has an acceptable tolerance for the exposure of only plus or minus 1/8 of an inch. More examples: Certainteed Master Craftsman shingle applicator's manual Pg.94 / GAF Pro Field Guide for steep-slope roofs Pg.175 #3 and #4 / Owens Corning Roofers guide to roof installation Pg.11.
- Headwall flashings: Shingles need to extend under the headwall flashing a minimum of 2 shingles so that the non-exposed top portion of the shingle is covered by the headwall flashing to the saw teeth or more. Examples: GAF Pro Field Guide for steep-slope roofs Pg.250 #5 / Owens Corning Roofers guide to roof installation Pg. 21 / Certainteed Master Craftsman shingle applicator's manual Pg.50
- The beauty course: This detail is for aesthetics only to cover the head wall metal. There should be only one. Often they shingle to the headwall flashing and then cover it with the 2 rows of shingles. We also require the top of the beauty course to be caulked where it meets the headwall flashing. This will minimize the water that will go under the beauty course. The manufacturer requires it to be embedded in asphalt cement. the nails through the flashing and the old nail holes in the flashing Examples: Owens Corning Roofers guide to roof installation Pg. 21 / Certainteed Master Craftsman shingle applicator's manual Pg.50
- Exhaust vents are for exhaust and are not to be used in the lower portion of the roof as an inflow vent. See the Manufacturer's installation instructions for the vents.
- Manual sealing of shingles on roof slopes greater than 21/12 and shingles that do not seal down on their own such as the first ridge cap at rake ends. Example: GAF Pro Field Guide for steep-slope roofs Pg.140/ Owens Corning Roofers guide to roof installation Pg 10.
- Make sure you understand the lower slope and lesser height for dormer valleys, and on what side the cut should be for most manufacturers. See both CertainTeed having 1/3 rule and GAF having separate for California and closed cut valleys.
- The City and County of Broomfield has no history of ice damming and does not require ice and water shield at the eaves.

## Broomfield Building Division Fees

**Permit Fee Schedule:**

Permit fees for each trade (general, electrical, mechanical, plumbing) are calculated separately based upon the value of the work performed. Use Tax will also be collected; see below.

Valuation	Permit Fee	Valuation	Permit Fee
\$ 1 to \$ 500	\$ 23.50	\$ 2,001 to \$ 3,000	\$ 83.25
501 to 600	26.55	3,001 to 4,000	97.25
601 to 700	29.60	4,001 to 5,000	111.25
701 to 800	32.65	5,001 to 6,000	125.25
801 to 900	35.70	6,001 to 7,000	139.25
901 to 1,000	38.75	7,001 to 8,000	153.25
1,001 to 1,100	41.80	8,001 to 9,000	167.25
1,101 to 1,200	44.85	9,001 to 10,000	181.25
1,201 to 1,300	47.90	10,001 to 11,000	195.25
1,301 to 1,400	50.95	11,001 to 12,000	209.25
1,401 to 1,500	54.00	12,001 to 13,000	223.25
1,501 to 1,600	57.05	13,001 to 14,000	237.25
1,601 to 1,700	60.10	14,001 to 15,000	251.25
1,701 to 1,800	63.15	15,001 to 16,000	265.25
1,801 to 1,900	66.20	16,001 to 17,000	279.25
1,901 to 2,000	69.25	17,000 to 18,000	293.25

For values greater than \$18,000, fees shall be assessed in accordance with BMC 15-03-100, Table 1-A.

**Use Tax:**

The City and County of Broomfield collect use tax on building materials at the time of building permit issuance. For use tax purposes, 50% of the total project valuation is assumed to be materials in accordance with BMC 03-08-060. Homeowners performing all of their own work shall list the total materials cost on the permit application. Applicants showing the building permit payment receipt to the supplier or retail home center when purchasing materials for the project should not be charged any city sales tax since the Broomfield use tax has been paid with the permit. Payment of state and RTD sales taxes is still required on all materials. Questions regarding use tax can be answered by the Sales and Use Tax Division of the Broomfield Finance Department at 303-464-5811.

**EXAMPLES**

Use Tax = Total valuation x 50% (materials) x assessed rate. The assessed rate is currently 4.15% for the City and County of Broomfield.

Contracted total project value: \$20,000 Calculated materials cost: \$20,000 x 50% = \$10,000 Use tax due: \$10,000 x 4.15% = \$415.00	Homeowner total materials cost: \$10,000 Use tax due: \$10,000 x 4.15% = \$415.00
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**Inspections:**

Please call 303-438-6376 to schedule inspections.

**Mobile Home or Construction Trailer Set-up Fees:**

Permit Fees for Mobile Home or Construction Trailer Set-Up - Flat Rate Fee of \$100.00 (use tax is not charged). All construction and/or sales trailers are charged - Flat Rate Fee of \$100.00 for each application submitted and each time they are moved.

**Graywater Permits\*** Permit Fee \$200 plus Use Tax (see above)