



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](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**

***All reroofing projects require a roofing permit***

**Roof work involving changes to height, slope, footprint, structural framing, or insulation requires a Building Permit**

Is the site listed on the "Inventory of Historic Sites and Structures" or in the Historic District? \_\_\_\_\_  
If yes, **HPC Approval required**. Contact the Historic Preservation Officer at 429-2758 for details or pre-approval requests.

Please submit the following:

- City approvals** (1 copy) 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.
- Permit Application form** completely filled out and accompanying Contact Sheet
- HOA Certification** form signed by the owner of the property if required
- Zoning Compliance policy** signed by the contractor
- Drawing or specs of proposed assembly** (2 copies) with components and class of roof noted.
  - Class A** roofing required in **High Hazard** areas on the Wildfire Hazard Assessment Map.
  - Class B minimum** roofing required for all other roofs (Ordinance 31, 2011)
  - Describe the **type of roofing & number of layers existing and proposed**. Include waterproofing and flashing details.
- Site Plan** (2 copies) showing the roof and including the following (may be hand drawn):
  - Extent of proposed work**
  - Impervious Areas** Show and label all hardscape vs. landscaping
  - Downspout & Gutter locations** draw and mark each one and show if they drain to hardscape or landscaping
  - Snowguards/stops** required on all roofs that shed onto neighboring properties and potentially occupied areas such as a walkway, stairway, alley, deck, pedestrian and vehicular exit from buildings or areas where there is potential for personal injury or property damage and areas directly above or in front of gas utility or electric utility meters. (Ordinance 31, 2011)
- Photographs** (2 copies), one clearly showing the structure involved and one showing a close-up of the existing roof
- Construction Management Plan (CMP)** (2 copies) 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.
- Asbestos Checklist** (1 copy) 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.**

Note:

**Ice barrier** consisting of either self-adhering polymer modified bitumen sheet or two layers of underlayment cemented together required to extend from the roof eave edge at least 6 feet inside the exterior wall line as measured along the roof surface, 18 inches from the centerline of the valley and 24 inches on the vertical wall at a roof and wall juncture. (Ordinance 31, 2011)