

# Commercial Roofing - General Scope of Work

Answer all questions and submit with your permit application

1. What is the total area of the roof in square feet? \_\_\_\_\_ sq. ft.
2. What is/are the roof pitch(es)? \_\_\_\_\_:\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_ \_\_\_\_\_:\_\_\_\_\_
3. Is there an attic or unconditioned space between the interior ceiling and the roof deck?  
(circle one) Yes / No
4. Will you be replacing or repairing anything other than the roof covering?  
(circle one) Yes / No
5. **If you answered "yes" to question 4, identify what will be replaced or repaired.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What is/are the existing roof covering(s)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Will you be removing the existing roof covering? (circle one) Yes / No
8. Will you be reusing any of the existing materials? (circle one) Yes / No
9. **If you answered "yes" to question 8, identify all of the materials that will be reused (i.e. flashing, insulation, etc.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. List all of the new roof covering materials that will be installed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Is there soffit venting? (circle one) Yes / No
12. Identify venting type, how many vents will be installed, and the vent opening size(es)?
  - Ridge Venting: \_\_\_\_\_ wide x \_\_\_\_\_ long
  - Roof Vents: \_\_\_\_\_ 8" x 8" \_\_\_\_\_ 10" x 10" \_\_\_\_\_ x \_\_\_\_\_
  - Mechanical: \_\_\_\_\_
  - Other: \_\_\_\_\_

# Commercial Siding - General Scope of Work

Answer all questions and submit with your permit application

1. Is this a child occupied structure? (circle one) Yes / No
2. If you answered "yes" to question 1, The Requirements for Lead Safe Work Practices apply to structures constructed prior to 1978.
3. Will you be replacing or repairing anything other than Siding? (circle one) Yes / No
4. If you answered "yes" to question 3, identify what will be replaced or repaired.

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5. What is/are the existing siding material(s)?

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6. Will you be removing the existing siding materials? (circle one) Yes / No
7. Will you be reusing any of the existing materials? (circle one) Yes / No
8. If you answered "yes" to question 7, identify all of the materials that will be reused.

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9. List all of the new siding materials that will be installed.

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# Commercial Window & Door Replacement

## General Scope of Work

Answer all questions and submit with your permit application

1. Is this a child occupied structure? (circle one) Yes / No  
[A child-occupied facility is a building, or a portion of a building, constructed prior to 1978, visited regularly by the same child, under 6 years of age, on at least two different days within any week (Sunday through Saturday period), provided that each day's visit lasts at least 3 hours and the combined weekly visits last at least 6 hours, and the combined annual visits last at least 60 hours. Child-occupied facilities may be located in public or commercial buildings or in target housing.]
2. **If you answered "yes" to question 1**, The Requirements for Lead Safe Work Practices apply to structures constructed prior to 1978.
3. Will you be changing any opening sizes? (circle one) Yes / No
4. **If you answered "yes" to question 3**, you will need to submit drawings identifying locations of the openings being changed with respect to the structure, new framing member materials, and sizes of new framing members.
5. Will you be cutting in new openings? (circle one) Yes / No
6. **If you answered "yes" to question 5**, you will need to submit drawings identifying the locations of the new openings, identify existing openings, identify new framing member materials, identify the sizes of new framing members, identify property lines, and identify distances from adjacent structures.
7. List all of the sizes and styles of the existing windows and doors that will be replaced.

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8. List all of the sizes and styles of the new windows and doors that will be installed.

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9. List all of the additional materials that will be installed.

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