

# ROOF/RE-ROOF APPLICATION CHECKLIST

Changes for 2021 Codes in RED

PROJECT ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: All re-roofing projects require a Roofing Permit. Roof work that changes height, slope, footprint, structural framing, or cavity insulation requires a Building Permit. Patching less than 1 square (10'x10') does not require a permit. Reference 2021 Codes and Ordinance 1, 2023 for code requirements.

## THE FOLLOWING MUST BE INCLUDED WITH EACH ROOFING PERMIT SUBMISSION:

- City of Aspen [Re-Roofing Application Checklist](#) – This form must be completed entirely.
- [Permit Application Signatures Packet](#) - All 6 pages must be completed and include owner or contractor signatures where applicable.  
*If you answered YES to the Asbestos Checklist in the Permit Application Signatures Packet, answer these questions:*
  - YES/ NO - Are all 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 answered YES to all the above, an asbestos test will not be required.*
- YES/ NO - Is the address listed on the "[Inventory of Historic Sites and Structures](#)" or in a Historic District?  
*If you answered YES, HPC Approval is required for this project. Contact the Historic Preservation Officer at 970-429-2758.*
- Site Plan – The site plan may be hand drawn but MUST be legible. Site plans must show the entire roof and include the following:
  - Extent of proposed work
  - Impervious Areas – You must illustrate and label all hardscape vs. landscaping
  - Downspout & Gutter locations - Draw and label each one and show if they drain to hardscape or landscaping
  - Snowguards/stops – These are required on all roofs that shed onto neighboring properties or 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 1, 2023)
  - Heat Tape – Show location of all heat tape (including existing)
- YES/ NO – Will you have heat tape (existing or new)? – REMP worksheet/fees and controls required
  - Existing or New Heat Tape watts/ft \_\_\_\_\_ X Linear Feet: \_\_\_\_\_ = \_\_\_\_\_ Watts.  
If greater than 1000W, REMP fees will be applied.
  - Controls (Provide Spec Sheets):  >40 deg F shut off plus one of the following:  moisture sensor or  daylight sensor or  timer to shut off at nightNOTE: A sub-electrical permit is required for any roof with heat tape
- YES/ NO – Are there trees on the property? – Parks has purview over all trees/forest  
Note: City code 13.20.020 explains rules in and around trees. Contact City Forester or their designee @ 970-920-5120
- Two Photographs of Existing Conditions - One photo must clearly show the structure involved and one must show a close-up of the existing roof.
- [Construction Management Plan \(CMP\)](#)
  - Site Plan – (information can also be included on the site plan from above) Show all construction staging areas (i.e. dumpster, trailer, portable bathrooms, etc) and any other requirements per the CMP form
- Proposed Roof Assembly Drawing – Show all layers/components from the roof sheathing up. Each roof layer must be clearly labeled to include product and manufacturer name and existing to remain components and number of layers. Show flashing and ice/water barrier.
  - Existing roofing and number of layers: \_\_\_\_\_
  - YES/ NO – Is there insulation currently installed above the roof deck/sheathing?  
*describe and list estimated average insulation R-value and thickness: \_\_\_\_\_*
  - If YES to the above, insulate per the below:
    - Commercial: R-40 above deck (or R-40 combo of above and below deck)
    - Residential: R-49 above deck (or R-49 combo of above and below deck)
    - Alternate design (must be approved by Building Department for a justified infeasibility)
    - Letter of Structural Integrity from Structural Engineer – If adding insulation & building not constructed to current ground snow load (100psf)
- YES/ NO – Are you replacing damaged roof deck? *Approximate sqft of roof deck to be replaced: \_\_\_\_\_.*
- UL or ICC-ES report for the listed Class A roof assembly specific to your roofing product and installation (required for all roofs per Ordinance 1, 2023)
- YES/ NO - Is the roof vented? *If NO, changes to insulation must meet 2021 IBC 1202.3 or provide dew point calculations.*