



**CITY OF SULTAN
COMMUNITY DEVELOPMENT DEPARTMENT**

319 Main St. Sultan, WA 98294
Phone (360) 793-2231 Fax (360) 793-3344

Date Stamp Area

Staff Initials: _____

SUBMITTAL CHECKLIST #15 – ROOFING

A roofing permit is required to construct, modify or repair a building roof on one's property. The purpose is to ensure the roof follows code requirements and is properly built.

Items listed in the application requirements section are needed to turn in an application. Applications will be accepted by staff at the front counter.

If all items are submitted at the front counter, your application is complete under RCW 36.070B.070, but if items are missing, your application will not be accepted.

Applicant: Please check the "Applicant" boxes below when each item is complete and ready for review.

APPLICATION REQUIREMENTS

1. Type I Permit Application Form.

Staff Applicant
 Completed and Signed Application.

2. Site Plan (only needed if adding new roof area). Two 8½ x 11" or 8½ x 14" drawings showing the proposed site. This site plan needs to show, at a minimum:

Staff Applicant
 Two copies of the site plan.
 Scale and North arrow.
 Property lines, easements and Rights-of-way.
 Abutting rights-of-way.
 Proposed locations of new and/or replacement roofing.
 If applicable, indicate changes in height or pitch of roof.

3. Fees.

Staff Applicant
 Fees paid (see current Fee Schedule).

CRITERIA FOR APPROVAL

Applications for roofing permits will be reviewed by city staff to check if the application meets the following:

- A. Zoning code requirements; and
- B. Design or other public safety and welfare concerns.

PROCESS

1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.

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SUBMITTAL CHECKLIST #15 – ROOFING (CONTINUED)

2. A City Staff member will review your application using the attached submittal checklist to determine if a Determination of Completeness (RCW 36.70B.070) can be issued. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
 - a. The City will mail you a letter indicating the changes that must be made to the application.
 - b. You have 180 days to modify your application and resubmit it to the City.
 - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).

Note:

If your roofing permit application is being processed concurrent with another land use action or SEPA determination for the site that requires a public hearing, then the grading permit will be combined into the overall action and decided by the Hearing Examiner. The Hearing Examiner's decision is appealable to Superior Court (SMC 2.26.140).

ADDITIONAL INFORMATION

If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant.