



# Commercial Reroof Permit/Inspection Program Contractor Registration and Agreement Form

The City of Portland and the Associated Roofing Contractors have jointly developed a Reroof Permit and Inspection Program that will be more effective for the City in obtaining code compliance and at the same time less costly for the contractor.

The program is an option to the normal permit/inspection process and is available only to commercial roofing contractors who pre-register with Portland Permitting & Development (PP&D) and agree to abide by the conditions of this Registration Agreement. Contractors not choosing to utilize this program may continue to obtain permits/inspections in the traditional manner.

Reroof permits would be pre-purchased by pre-registered roofing contractors in multiples of five (5). Please refer to the current Building Permit Reroofing Fee Schedule (<https://www.portland.gov/ppd/current-fee-schedules#toc-city-of-portland-fee-schedules>)

**\* THIS PERMIT IS NOT FOR USE FOR BUILDINGS WITH UNREINFORCED MASONRY BEARING (URM) WALLS** or when the roof covering is repaired or replaced as defined in City Title 24.85. URM buildings require stamped engineering drawings and calculations to obtain a building permit for roof to wall anchorage and parapet bracing as required in section 24.85.065 of the City Title. Please call 503-823-1302 for additional assistance in obtaining a permit for reroofing this building type.  
Please refer to the URM Database on the PP&D website for details: <https://www.portland.gov/ppd/unreinforced-masonry-urm-buildings>. Questions or comments? Please email [PPD.URMBuildings@portlandoregon.gov](mailto:PPD.URMBuildings@portlandoregon.gov) or call 503-823-7300.

## Conditions of Participation in the Program, Under the Program, the roofing contractor agrees to the following:

1. I understand that work conducted using a Minor Label is subject to Planning and Zoning regulations. I will verify that Planning and Zoning regulations are met prior to installation by calling the Zoning Hotline at 503-823-7526.
2. To obtain permits for all reroof work and to construct all reroofs in compliance with the Oregon Structural Specialty Code in effect at the time of purchase.
3. To Pre-Register with Portland Permitting & Development by completing this form.
4. To Pre-Purchase Reroof Permits in quantities of five (5) according to the current [Building Permit Reroofing Fee Schedule](#). Payments can be made to the Development Services Center, in person or by mail.
5. To perform code required cut outs to determine the structural condition of the roof, type of substrate, insulation and number of plies; to prepare a roof specification based on the cut out information, roof area, distance to nearest property line and roof substrate; and to provide that information on the Permit Form provided for that purpose.
6. When it is proposed that a new roof covering is to be applied over an existing roof covering: To obtain the services of a professional structural engineer registered in Oregon to determine that the roof structure is adequate to carry the total dead load plus live load required at the time of the building was constructed or the total dead load plus 25#/s.f. live load, whichever is greater; and to provide with the Permit Form a certified structural calculation that the roof structure is adequate to support the required dead plus live loads.
7. To provide a written statement from the building owner that a legal agreement does not exist that requires seismic structural improvement be done to the roof structure at the time of roof covering replacement.
8. To call for inspection when the work begins and existing roof covering is being removed or the roofing materials have been delivered to the job site and to provide the inspector: a) access to the roof, and representative cut outs, b) the Permit Form and the documentation required in Items 5 and 6, and c) copy of U.L. or other documentation of roof assembly compliance.

Failure to abide by the above conditions will be just cause for terminating participation in The Program without refund of unused permit fees.

## The undersigned agrees to abide by the Conditions of Participation.

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Executive Officer \_\_\_\_\_

City Business License Number \_\_\_\_\_

Construction Contractors Board Registration Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_