

Nampa Building Safety Department

# RESIDENTIAL RE-ROOF BUILDING PERMIT GUIDE



# NAMPA

I D A H O

411 3<sup>rd</sup> Street S.

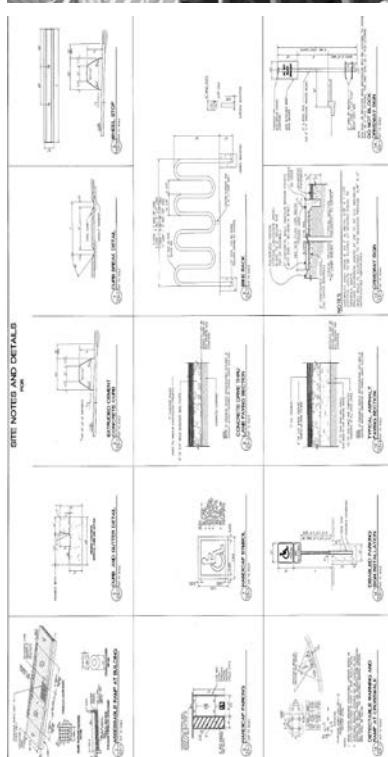
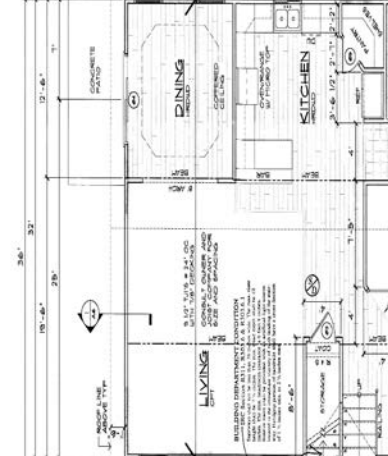
Nampa, Idaho 83651

208-468-5435

Fax#: 208-468-5439

[www.cityofnampa.us](http://www.cityofnampa.us)

Patrick Sullivan C.B.O  
Building Safety Director



**CITY OF NAMPA**  
**Residential Re-Roof**  
**Building Permit Application**

411 3RD STREET SOUTH, NAMPA, ID 83651  
 PH - (208) 468-5435, FAX - (208) 468-5439  
 PATRICK SULLIVAN, C.B.O.  
 BUILDING SAFETY DIRECTOR  
 Website—www.cityofnampa.us

**FULL PLAN REVIEW WILL BE  
 CHARGED AT TIME OF APPLICATION**

**FOR OFFICE USE**

PERMIT APPLICATION # \_\_\_\_\_  
 Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_  
 Amt \$: \_\_\_\_\_ Check # \_\_\_\_\_  Cash

**PERMIT INFORMATION**

- A Building Permit may be issued only to a State of Idaho Registered Contractor or the Homeowner.
- Building Permits may be issued to a Homeowner for construction if that Homeowner indicated the intent to do his or her own work, and signs the Homeowner's Exemption form.
- Tenants may be issued building permits IF the tenant is doing his or her own work, and a letter from the property owner/homeowner is provided.

**PROJECT INFORMATION**

Project/Business Name: \_\_\_\_\_ \*Project Value: \$ \_\_\_\_\_

\*The project value shall include not only the cost for construction of such building, but all improvements within the building, all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, any other permanent equipment, and all on-site improvements, such as; paving, sidewalks, ramps, stairs, on-site utilities, grading, site prep, etc.

Project Address (City will assign for all new construction): \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

**PROJECT SPECIFICS (Every Blank MUST be filled in)**

Scope of Work: \_\_\_\_\_

Will the existing roofing be removed?  YES  NO How many layers of roofing is existing? \_\_\_\_\_

What type of roofing is the existing roof?  Shingles  Rolled  Tile  Other: \_\_\_\_\_

What type of roofing is the new roof?  Shingles  Rolled  Tile  Other: \_\_\_\_\_

The following structures will be Re-roofed:

Residence \_\_\_\_\_ square feet Roof Pitch: \_\_\_\_\_

Garage \_\_\_\_\_ square feet Roof Pitch: \_\_\_\_\_

Duplex \_\_\_\_\_ square feet Roof Pitch: \_\_\_\_\_

**O w n e r**

Name: _____			
Address: _____		City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____	Mobile: _____	E-Mail: _____

**A p p l i c a n t**

Name: _____		Contact Person Name: _____	
Address: _____		City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____	Mobile: _____	E-Mail: _____

# CITY OF NAMPA

## Residential Re-Roofing Building Permit Application

### B u i l d i n g   C o n t r a c t o r   ( i f   a p p l i c a b l e )

**C o n t r a c t o r   R e g i s t r a t i o n   # :**

<b>Company Name:</b>		<b>Contact Person Name:</b>	
Address:		City	State
Zip:			
Phone:	Fax:	Mobile:	E-Mail:

### A r c h i t e c t   ( i f   a p p l i c a b l e )

<b>Name:</b>		<b>Contact Person Name:</b>	
Address:		City	State
Zip:			
Phone:	Fax:	Mobile:	E-Mail:

### S t r u c t u r a l   E n g i n e e r   ( i f   a p p l i c a b l e )

<b>Name:</b>		<b>Contact Person Name:</b>	
Address:		City	State
Zip:			
Phone:	Fax:	Mobile:	E-Mail:

### R e s i d e n t i a l   R e - R o o f   C h e c k l i s t

The Environmental Protection Agency must be notified 10 working days in advance for all renovations/ demolitions that disturb 260 lineal feet/160 square feet of asbestos containing materials. Contact the EPA office at 208-378-5746. It is your responsibility to get the necessary approvals from the EPA for asbestos removal.

#### General Requirements for all [Residential plan submittals](#)

**Staff Applicant**

**Only   Only**

#### CONSTRUCTION PLANS

- Scope of Work** - Required information is detailed on the permit application form or provided on a separate letter attached to such permit.
- Structural Design (if applicable)**—Prepared by an Idaho licensed architect or engineer.

# CITY OF NAMPA

## Residential Re-Roofing Building Permit Application

### D e c l a r a t i o n

I hereby certify that I have read and examined the application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, including all permit conditions, whether specified herein or not.

Name (Please Print): \_\_\_\_\_

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

### N o t i c e

**All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits.**

### S p e c i f i c R e q u i r e m e n t s

- If the roof is not removed to the original deck, access to the attic may be required for an under roof check of the structural system, as well as the condition of the roof deck.
- All damaged decking and supports must be replaced and inspected.
- Roofing materials must be installed per the manufacturer's installation instructions, and per Chapter 9 and Section R907 of the International Residential Code.
- Where the existing roof has two or more applications of any type of roof covering, the existing roof covering must be removed. See exceptions in section R907
- Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing, such existing roof coverings shall be removed.

#### FLAT ROOFS:

- Reroofing shall not be required to meet the minimum design slope requirement of one-quarter unit vertical in 12 units horizontal provided the roof provides some method for positive roof drainage.

#### INSPECTIONS:

- **Pre-Roofing Inspections:** Damaged trusses, rafters or joists.
- **Roof Nail Inspections:** Plywood (or wood) to create solid deck prior to cover (when applicable)
- **Final Inspections:** When all the following work is completed, including;
  - Overflow drains cleaned
  - Skylights secured (if applicable)
  - All flues extended and secured
  - Any roof equipment and/or piping secured
  - All exposed nails protected
  - All exposed wood, roof jacks, and metal flashing or edging painting.
- The contractor or owner must provide roof access (ladder to roof) for all the required inspections.



# DEPARTMENT OF BUILDING SAFETY & FACILITIES DEVELOPMENT

411 3rd Street South, Nampa, ID 83651  
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## Contractor Registration Declaration

As of January 1, 2006, the Idaho State Statute 54-5209 requires that:

"No Building Inspector or such other authority of any county, municipality or district charged with the duty of issuing building permits or other permits for construction of any type shall issue any permit without first requesting presentment of an Idaho contractor's registration number; provided however, a permit may be issued to a person otherwise exempt from the provisions of this chapter provided such permit shall conspicuously contain the phrase "no contractor registration provided" on the face of such permit.

To comply with this state statute, The City of Nampa Building Department requires a registration number be supplied with the permit application. A permit application is incomplete without this information, and cannot be processed until a registration number is provided, or the permit applicant declares themselves to be exempt per the exemptions listed in Idaho State 54-5205. Please complete the following addendum and submit it with the standard building permit application.

### I certify that:

- \_\_\_\_\_ is my Contractor Registration Number issued by the State of Idaho as required by Chapter 52, Title 54 of the Idaho State Code and that such registration is current as of today.
  
- I am not providing a contractor registration number because I am exempt per Idaho State Code 54-5205

I understand that acting in the capacity of a contractor within the meaning of Idaho State Code Chapter 54 Title 52 without a current registration with the Idaho Bureau of Occupational Licenses or without being exempt as defined in 54-5205 is a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1000) or by imprisonment in the County jail for a term not to exceed six months, or by both such fine and imprisonment, at the discretion of the applicable court.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***"Building Safety is No Accident"***



# City of Nampa

## Building Safety & Facilities Development

Patrick Sullivan CBO, Director  
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### **NOTICE AND DISCLAIMER:**

**The issuance of a permit or stamping of the plans and specifications “APPROVED”, shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.**

**It is the sole responsibility of the applicant to assure that the information on the site plan, such as but not limited to: the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner’s responsibility to assure that all improvements will be in compliance with the approved site plan.**

**The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restriction or easement relating to the use of land, including, but not limited to private covenants (CC&Rs) or easements for: access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Nampa disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.**

**Variances will not be granted based upon errors, omissions, mistake, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Nampa. The City reserves the right to require Certified Survey Maps or Plats if it is deemed necessary to verify compliance.**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Contractor

\_\_\_\_\_  
Date