

Roof Permit Checklist & Instructions



A complete roof permit application will include the following submitted in the online application portal:

- Construction Plan Form**
- Roof Permit Application**
- Prompt payment once your invoice is received from the building department after your application is submitted. You will typically receive your invoice within 48 hours after you apply.**

Acknowledgements:

- This application becomes null and void if not pursued in good faith within 180 days of submittal date.
- **Shedding Roof Setback:**
If the interior side setback is less than ten feet (10') and the roof slopes towards the interior side property line, then the roof shall be designed to hold and/or shed snow to prevent snow accumulation on the adjoining property. (MCC3.3.041) (Ord. 821, 2-23-2006, eff. 3-16-2006)
- **Ice Barrier:**
Self-adhering polymer modified bitumen sheet underlayment shall be installed as an underlayment on the entire roof unless prohibited by the roofing manufacturer's installation instructions.

Contact the building official at 208-637-8648 to schedule inspections at least 24-48 hours in advance.

Once your permit is issued, 2 inspections are required:

- 1. Underlayment**
- 2. Final**

If you have questions, please contact the Permit Technician at 208-634-7052.