

Portal Entry for a Commercial Alteration Reroof Permit

NOTE: The permit is not automatically issued. After you submit the application, we will review the submittal and once approved, you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

Step 1 Permit Application – Description and Type

1. Application Type - Commercial Alteration
2. Describe Work – A brief description of the work to be performed
3. Building Use – Auto fills to Commercial
4. Model – Skip
5. Subdivision – Skip
6. Phase – Skip
7. Filing – Skip
8. Number of Stories – enter # of stories
9. Number of Units – enter 1
10. Total Sq. Ft. - enter total sq. ft. being roofed
11. Basement Finish check box leave blank
12. Type of Work 1 – Select Reroof from the drop down menu
13. Owner Builder – Select No (this is for our homeowner projects)
14. Next Step

Step 2 Work Items – Building Permit

1. Choose Re-Roof (Commercial)
2. Next Step

Step 3 Description of Work – Building Permit Work Items

1. Re-Roof (Commercial):
 - a. Valuation: Enter total Project Value
 - b. Roofing Type: Select “Other”
 - c. Shingles type: Select “Other” from the drop down menu.
 - d. Enter the labor cost
2. Enter the material cost
3. Next Step

Step 4 Location of Work Being Done

1. Enter the street address for the project. Type slowly so the correct address can populate.
2. Next Step

Step 5 Contacts

1. The applicant will auto populate using your registration information as will the property owner.
2. Click the Add Business/Contact from address book hyperlink to add a Building Contractor. Select the name from the address book. Select Add This Contact.
3. **NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.**
4. Next Step

Step 6 Upload Files

1. You must upload the manufacturer's installation instructions for your product. There will be a reminder that pops up if you do not upload at time of submittal. The submittal is a requirement for review.

Step 7 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process. You will receive an email when the permit is ready for payment. Once the office staff processes the paperwork, you will receive an email advising that you can print your documentation.

Inspection scheduling instructions are available under "Portal Help".