



Application Fee: Contact Staff

Roof Permit Application



- ✓ **Roof Permits are required for all reroofing projects.**
- ✓ It is the responsibility of the property owner to submit a complete application for review. Incomplete applications will be denied.
- ✓ All applicants must schedule a meeting with City Staff to submit an application. Please contact Community Development Staff to make an appointment.

General Requirements

- **Ground Snow Load:** 80 lbs.
- **Wind Speed:** 70 mph.
- **Ice Shield Underlayment:** Required
- **Seismic Design Category:** C.
- You must confirm that reroofing activities will not interfere with or damage any public utilities, including overhead electrical lines.
- If your project will change the height, slope, footprint, structure, or cavity insulation of the roof, you must obtain a Building Permit.

Case-Specific Requirements

- Roofing projects affecting structures built before 1941 are encouraged to utilize materials, techniques, and design that are sensitive to their historical context.
- Any roof project located in the 1% Floodplain requires a Floodplain Development Permit. Please consult with the Community Development Department.

Contacts

Brian Parker	Community Development Director	bparker@bellevueidaho.us	(208) 913-0187
Carter Bullock	Planner	cbullock@bellevueidaho.us	(208) 309-6110

Fee Schedule

- The fee for a roof permit is based on the valuation of the project. A project valuation must be provided to Staff and should be signed by a licensed contractor or otherwise be verifiable.
- The final fee is a total of the base permit fee, plan review fee, and fire department review fee.

Base Permit Fee

<i>Construction Valuation</i>	<i>Permit Fee</i>
\$1 - \$500	\$25.80
\$501 - \$2,000	\$25.80 for the first \$500 + \$3.00 for each additional \$100, or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$89.89 for the first \$2,000 + \$16.52 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$508.50 for the first \$25,000 + \$11.80 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$835.59 for the first \$50,000 + \$8.26 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 - \$500,000	\$1,289.89 for the first \$100,000 + \$6.49 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 - \$1,000,000	\$4,197.41 for the first \$500,000 + \$5.61 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001+	\$7,279.84 for the first \$1,000,000 + \$4.13 for each additional \$1,000, or fraction thereof.

Additional Fees

Plan Review Fee	65% of Base Permit Fee
Fire Dept. Review Fee	35% of Base Permit Fee

Expiration & Inspection

- Once issued, your roof permit will be valid for 1 year.
- At the end of work, you MUST receive an inspection.



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CITY OF BELLEVUE Roof Permit Application



PROPERTY OWNER		<input type="checkbox"/> BILLING CONTACT <input type="checkbox"/> PERMITTING REP.	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone Number:		Phone Number:	
Email:		Email:	
CONTRACTOR		SITE INFORMATION	
Name:		Structure to be Reroofed:	
Mailing Address:		<input type="checkbox"/> Primary Structure <input type="checkbox"/> Accessory Structure	
Phone:		Site Address:	
Email:		Lot:	Block:
Registration Number:		Subdivision:	

Applicant Check	Required Documents	Staff Check
<input type="checkbox"/>	Completed Permit Application (This Page)	<input type="checkbox"/>
<input type="checkbox"/>	Project Valuation Signed by Contractor	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee	<input type="checkbox"/>

- I acknowledge that a complete application is required for review and the failure to submit all required documentation may result in the denial of the permit.
- I acknowledge that application fees are non-refundable,
- I acknowledge that the permit must be reviewed and approved by the City of Bellevue prior to the start of construction.
- I acknowledge that Bellevue staff and/or contracted inspectors may need to access the property.
- I acknowledge that it is the responsibility of the property owner to locate all utilities prior to the start of construction.

Property Owner Signature

Date