



**County Engineer
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DOES MY COMMERCIAL ROOF REQUIRE A PERMIT?

In all likelihood, yes—Section 105.3 of the Ohio Building Code tells us that any owner or owner's representative who intends to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure or to cause any such work to be done shall first apply to the building official and obtain the required approval.

The following guide was created to assist in determining the type of permit required, the information necessary to complete our approval, and the associated permit fees.

Permits are issued for every building, regardless of the number on a site or parcel, with each building requiring a validated address.

Section 1507 of the Ohio Building Code provides general rules for re-roofing. Roof covering materials and installations must comply with the requirements of the type of roof materials specified in Chapter 15 of the Ohio Building Code.

Shingle Roof Replacements

- Apply for a Commercial Express permit
- Provide a detailed scope of work with your application
- Provide aerial photo showing location of roof work, google maps or Union County GIS are acceptable
- Provide a cutsheet on type of shingle, along with its fire rating
- Permit Fee will consist of; Application fee + Repair/Replacement Inspection fee

Built-Up Roofing Coating or New Covering Over Existing Roof Insulation And Deck

- Apply for a Commercial Plan Review (CPR) and Commercial Plan Approval (CPA)
- Provide a detailed scope of work with your application
- Provide product cutsheet indicating listing OBC table 1507.10.2, 1507.12.2
- Provide core samples or letter verifying that existing insulation is not saturated and can remain
- Provide aerial photo showing location of roof work, google maps or Union County GIS are acceptable
- Provide roof warranty inspection report upon completion of work when applicable
- Permit Fee will consist of; Application fee + Repair/Replace Plan Review fee + Repair/Replace Inspection fee

Roof Replacement with No Structural Work (*Roof completely exposed to the decking*)

- Apply for a Commercial Plan Review (CPR) and Commercial Plan Approval (CPA)
- Provide typical section of roof with attachment details to decking for insulation and roof membrane covering per manufacturer's installation instructions or engineering
- Provide aerial photo showing location of roof work, google maps or Union County GIS are acceptable
- Provide roof warranty inspection report upon completion of work when applicable
- Permit Fee will consist of; Application fee + Repair/Replace Plan Review fee + Repair/Replace Inspection fee

Notes: Roof completely exposed to the decking. Replacing damage sheathing like for like is a repair and not considered structural work. If all insulation is above deck, then new insulation is required to meet current IECC or ASHRAE 90.1 R value, R-30 and cannot be less than what was there without a building envelope analysis to justify the reduction in R-value. If only a portion of the roof's insulation is replaced the new insulation can meet the existing R-value and thickness of the adjoining insulation.

Roof Replacement with Structural Work (*Roof completely exposed to the decking*)

- Apply for a Commercial Plan Review (CPR) and Commercial Plan Approval (CPA). A design professional of record will be required for this work.
- Provide typical section of roof with attachment details to decking for insulation and roof membrane covering per manufacturer's installation instructions or engineering
- Provide aerial photo showing location of roof work, google maps or Union County GIS are acceptable
- Provide roof warranty inspection report upon completion of work when applicable
- Permit Fee will consist of; Application fee + Alteration SF for area of structural work Plan Review + Alteration SF for area of structural work Inspection fee

Notes: Roof completely exposed to the decking. Structural work would include replacing bar joists, rafters or trusses or other structural members plus new roof covering and insulation. If all insulation is above deck, then new insulation is required to meet current IECC or ASHRAE 90.1 R values, R-30

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