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## **SUBMITTAL GUIDE FOR COMMERCIAL REPLACEMENT OF ROOFING MATERIAL**

1. A Building Permit application shall be completed and submitted.
2. Provide a listing of all materials to be used for the project including underlayment, drip edge flashing, ice shield and finish materials. Cut sheets and/or manufacturer's instructions should be submitted on multiply and built-up roof systems. All materials shall meet the requirements of Chapter 15 of the current adopted edition of the IBC.
3. You must call for inspection at roof tear-off. Please coordinate with our office so we can be on site the day you need us. 48 hour notice is required for inspections.
4. Any structural repairs must be inspected prior to covering.
5. You must call for a final inspection after the job is complete. The contractor may need to meet the inspector on site for roof access.