



BUILDING DEPARTMENT RE-ROOF ELECTRONIC SUBMITTAL INSTRUCTIONS

ELECTRONIC DOCUMENT REQUIREMENTS

- **A PRE-ROOF INSPECTION FORM MUST BE SUBMITTED WITH YOUR DOCUMENTS.** This form will be given to the person on site who meets the inspector for the pre-roof inspection. Please call us at 503-526-2493 and ask to speak to the permit tech on duty or the senior field inspector to set up a pre-roof inspection.
- All electronic documents must be in .pdf format
- Please remove any security restrictions on documents that are being submitted.
- A Transmittal Form is required with any electronic (.pdf) document submission. The CDD Transmittal Form can be found at: www.BeavertonOregon.gov/CDDtransmittal.
- A building permit application is required to be completed and submitted. Applications can be found on the following page: www.BeavertonOregon.gov/440/Building-Permits
- File Names: Files shall be named using the following convention:
[Project Name] - [Project Address] – [Document Type].pdf
'Project Name': Your name for the project
'Project Address': Project location
'Document Type': Examples include: Permit Application, Transmittal Form, Cut Sheets, UL Approval, etc.

File Name Examples: -

ABC Re-Roof – 1234 SW Beaverton Blvd - Building Permit Application.pdf -

ABC Re-Roof – 1234 SW Beaverton Blvd – Site Plan.pdf -

ABC Re-Roof – 1234 SW Beaverton Blvd – Pre-roof inspection.pdf -

- **When submitting your documents to BuildingPlanSubmit@BeavertonOregon.gov, - your subject line must read: **Re-Roof Submittal - [Project name] - [Project Address]****

Example: Re-Roof Submittal - Betty's Boutique - 12345 SW Main St.

REQUIRED FORMS

We will need the following documents in order to process your re-roof permit:

- A completed pre-roof inspection form
- A completed transmittal form (see above for a link to this form.)
- A completed building permit application (see above for a link to this form.)
- For multiple buildings or partial re-roofs a site plan that calls out the roof/area of roof that is being worked on. This can be an image from google maps with the roof/area of roof clouded.
- Cut sheets/Data sheets for the products you will be using.
- UL, or other approved listing, of fire classification of the proposed roof covering. If this is located on your cut sheet/data sheet please highlight or call it out in some way.
- Installation instructions for the roof covering. We do not need the manual, we are - looking for enough information that discusses the installation instructions. If this is - located on your cut sheet/data sheet please highlight or call it out in some way. -

TO SUBMIT YOUR ELECTRONIC DOCUMENTS

Email

Attachment Size Limit: Many factors determine the size of an email, and there is no easy way to predict how large an email is until it is sent. For this reason, attachments should not exceed **15 MB total per email**. Emails can contain multiple .pdf attachments, but please do not 'zip' files. For files larger than 15 MB, please see instructions for BOX, below.

Subject Line: Email subject lines shall include identifying information for the project as shown in the example below: Re-Roof Submittal - [Project name] - [Project Address]

Example: Re-Roof Submittal - Betty's Boutique - 12345 SW Main St.

Addresses: Documents shall be sent as .pdf attachments to the following email address
BuildingPlanSubmit@BeavertonOregon.gov

BOX

BOX is a cloud-based service that allows for simple electronic transfer of large files to the City. Please make sure you are following the above mentioned naming convention. **PLEASE COMBINE ALL YOUR CORRECTLY NAMED FILES INTO A ZIP FOLDER AND UPLOAD THE FOLDER.** Name your zip folder with the project name and address. Zip folders/files are accepted when submitted using BOX only. Zip folders/files submitted via emailed with be rejected.

Upload Links: Please use the following link to submit your PDF. Clicking the link will open a submittal webpage on the City's website in your internet browser. [Submit to Building Division](#)
Scroll down to the bottom of the page to submit via BOX.

WHAT TO EXPECT AFTER YOU HAVE SUBMITTED ELECTRONIC DOCUMENTS

Receipt: Please note that you may not hear from staff the day you submit your project. Staff will contact you once they are able to process your submittal to:

- confirm receipt of submitted documents
- arrange for payment of fees
- clarify any discrepancies between the transferred files and those listed on the required *Electronic Transmittal* (see Required Forms, above)
- notify you if your submittal is incomplete for processing. **If your submittal is incomplete, the submittal will not be routed for review until the missing items are submitted or until the required corrections are made.**

If you have concerns or need to immediately verify that we received your documents please call us at 503-526-2493. Confirming receipt of your project does not expedite the routing/review process.

Fees: Fees may be paid over the phone via credit card, via mail with check, or in person. You can also fax over a credit card authorization form. PLEASE DO NOT EMAIL ANY CREDIT CARD INFORMATION TO US. Please note that a fulfillment fee of up to 4% is charged for credit card payments of \$2,000 or over.