



**CITY OF NEWPORT**  
 Community Development Dept.  
 169 SW Coast Hwy  
 Newport, OR 97365  
 (541) 574-0629  
 (541)574-0644 Fax  
 INSP: [BuildingPermits.Oregon.gov](http://BuildingPermits.Oregon.gov)  
 or phone: 1-888-299-2821

## COMMERCIAL RE-ROOF PERMIT APPLICATION

Applications may be obtained online at:

[www.newportoregon.gov/business/formsAppsPermits.asp](http://www.newportoregon.gov/business/formsAppsPermits.asp)

### 1. Job Information (where work is taking place)

Job Site Address: \_\_\_\_\_

### 2. Owner's Name: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Applicant (owner or authorized agent)

☐ Mark if same as owner      ☐ Mark if same as contractor

Name of Applicant: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 4. Contractor Information (person/company performing the work)

Name of Contractor: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**OR CCB # (Req'd):** \_\_\_\_\_

**City Business License # (Req'd):** \_\_\_\_\_

### 5. Contact Person (receives building permit correspondence)

same as: ☐ owner      ☐ contractor      ☐ applicant

Name of Contact: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 6. Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.*

**Copyright Release:** I hereby grant permission to the City of Newport to replicate, scan and post to the internet, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and members of the general public.

By attaching my signature below, I certify herein that I have read, understood, and confirm all the statements listed above & throughout the application form.

I agree \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Office Use Only
Permit #:

REQUIRED DATA			
Roof Square Footage:			
Number of Squares:			
Type of Roofing:			
Class of Roof: <input type="radio"/> Class A <input type="radio"/> Class B <input type="radio"/> Class C			
<b>Contractor must provide product information for the classification of roofing material</b>			
Fire Retardant Required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Existing Layers:			
<input type="checkbox"/> Stripping <input type="checkbox"/> Overlaying			
<b>Permit fees are based on the value of the work performed. Indicate the value (rounded up to the nearest thousand) of all material &amp; labor for the work indicated on this application.</b>  <b>Valuation:</b> <span style="background-color: yellow; padding: 5px;"> </span>			
PERMIT FEES			
Valuation	Permit Fee	Each Add'l	Total
\$1 - \$2,000	\$75.00	---	
\$2,001 - \$25,000	\$75.00 for the first \$2,000	+ \$10.25 for ea. add'l \$1,000 or fraction thereof to & including \$25,000	
\$25,001 - \$50,000	\$310.75 for the first \$25,000	+ \$7.75 for ea. add'l \$1,000 or fraction thereof to & including \$50,000	
\$50,001 - \$100,000	\$504.50 for the first \$50,000	+ \$5.50 for ea. add'l \$1,000 or fraction thereof to & including \$100,000	
Over \$100,000	\$779.50 for the first \$100,000	+ \$4.25 for ea. add'l \$1,000 or fraction thereof	
Commercial Re-Roof Permit Fee			
A) Permit Subtotal (total from above checklist)			
B) Minimum permit fee (only if A is less than \$75 = \$75.00)			
Investigation Fee – working without permits (\$75/hr. w/1 hr. min.)			
State Surcharge (12% of permit subtotal = A x 0.12)			
<b>TOTAL PERMIT FEE</b>			
<b>EXPIRATION OF APPLICATION:</b> This application expires if a permit is not obtained within 180 days after it has been accepted as complete, and a permit becomes null & void if the authorized work is suspended for a period of 180 days at any time after work is commenced.			