



City of Leavenworth

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Reroof Application Checklist

Once you have gathered the required documents, please submit all documentation online via the City's [permit portal](#). Select '**Community Development Department**' When prompted to choose a connection.

Required Documentation:

- **Residential:**
 - ☐ Active Contractor License Number (available on [L&I website](#))
 - ☐ Active City of Leavenworth Business License Endorsement (available on [DOR website](#))
 - **Commercial:**
 - ☐ Right of Way Permit (if use of sidewalk or street is required for the project)
 - ☐ Design Review Documentation (See [LMC 14.08.040\(B\)\(7\)](#) for design requirements):
 - Material Specifications
 - Color Sample
 - ☐ Active Contractor License Number (available on [L&I website](#))
 - ☐ Active City of Leavenworth Business License Endorsement (available on [DOR website](#))
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Reroof Requirements:

- All roofing shall comply with Wildland-Urban Interface Code, [Section LMC 15.06.050\(A\)](#), Roof Covering.
- Roof sheathing inspection is necessary if existing sheathing is in a condition that requires replacement. Contact building@cityofleavenworth.com to verify new sheathing thickness requirements
- For Residential: Ice barrier inspection is required to verify installation meets 2021 International Residential Code Sec. R905.1.2. Ice barrier shall extend from the lowest edge of the roof to a point not less than 24 inches inside of the exterior wall line. A minimum of two layers are required.
- A 24-hour notice is required for inspection requests. Inspections are scheduled through the [Online Permit Portal](#).
- A final inspection required to verify class "A" roofing material, flashing, and drip edge has been properly installed.

For questions, please contact the Building Division at building@cityofleavenworth.com or call 509.548.5275.