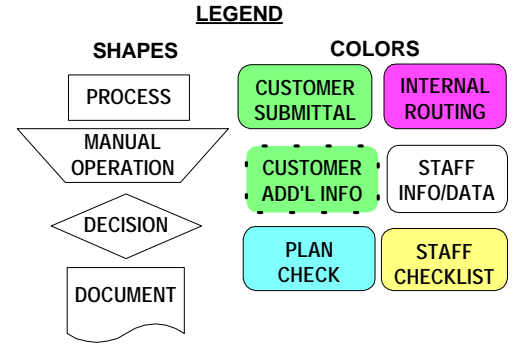
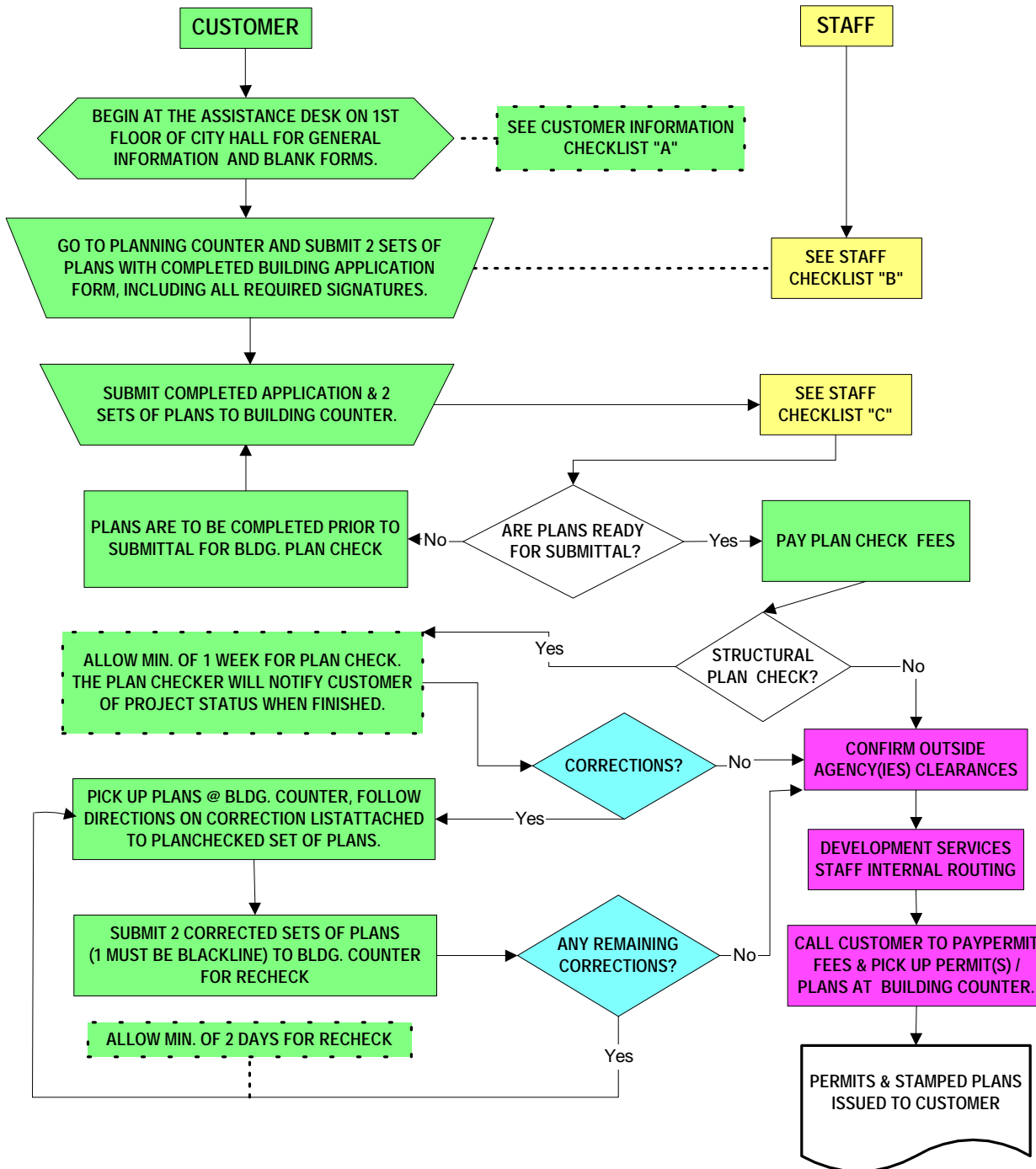


# DETAIL: PERMIT PROCESSING: REROOF (COMMERCIAL AND RESIDENTIAL)



**A**

**CUSTOMER INFORMATION - CHECKLIST "A":**

- YOU WILL NEED A COMPLETED BUILDING PERMIT APPLICATION FOR EACH ADDRESS, INCLUDING THE CONTRACTOR(S) OR PROPERTY OWNER(S) SIGNATURE(S).
- NO STRUCTURAL PLAN CHECK IS NECESSARY FOR ROOFING MATERIAL 6.0 LBS OR LESS PER SQUARE FOOT.
- YOU WILL NEED 2 COMPLETE SETS OF PLANS FOR BUILDING COUNTER INCLUDING ROOF PLAN SHOWING PITCHED & FLAT AREAS.

**NOTE:** REROOFED PATIO COVERS & DETACHED STRUCTURES REQUIRE SEPARATE PERMITS.

- CURRENT LICENSURE & WORKER'S COMPENSATION REQUIREMENTS MUST BE MET IF CONTRACTOR WILL BE PULLING THE PERMIT FOR THE OWNER, AND ALL REQUIRED AGENCY(IES) CLEARANCES ARE TO BE OBTAINED PRIOR TO PERMITTING.
- OBTAIN HOMEOWNER'S ASSOCIATION APPROVAL, IF APPLICABLE.

**B**

**STAFF - CHECKLIST "B": PLANNING:**

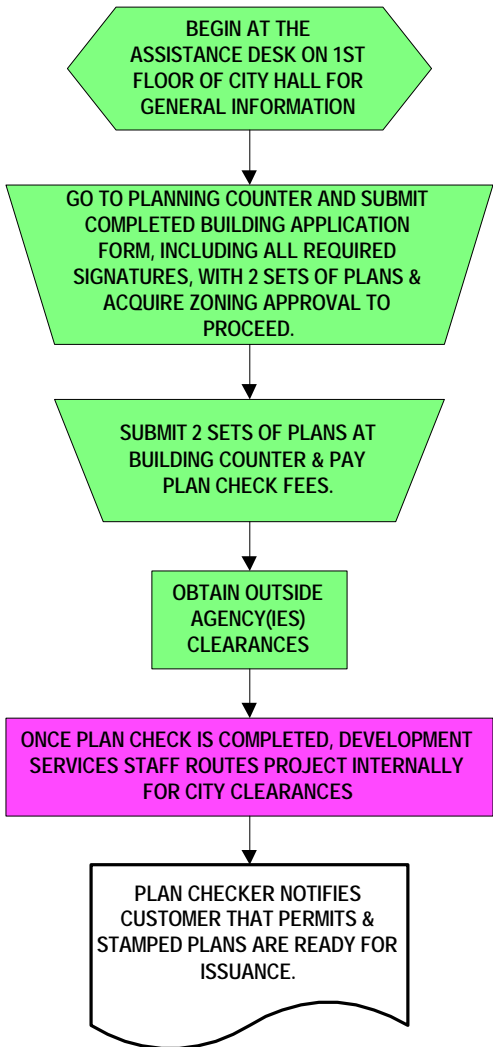
1. REVIEW FOR MANUFACTURER, MATERIAL, WEIGHT & COLOR.  
**NOTE:** REFER TO RESOLUTION # 85-248 & 93-10 FOR ADDITIONAL INFORMATION.
2. REVIEW ANY SPECIAL PROJECT CONDITIONS IN EFFECT.
3. GENERATE A NUMBER FOR THE BUILDING PERMIT APPLICATION.

**C**

**STAFF - CHECKLIST "C": BUILDING:**

1. MAKE SURE PLANS & APPLICATION ARE COMPLETE AND ADEQUATE.
2. IF APPLICABLE, CHECK FOR AUTHORIZED ENGINEER & ARCHITECT STAMPS & SIGNATURES ON PLANS.
3. MAKE SURE AT LEAST 1 SET OF PLANS IS A BLACKLINE OR XEROX COPY.
4. ADVISE OF OTHER REQUIRED AGENCY(IES) CLEARANCES.

**BASIC STEPS:  
REROOF PROCESS**



OUTSIDE AGENCIES (805 area code)

- Ventura County Fire Department-----389-9733
- Conejo Valley Unified School District (ext. 271) -497-9511
- Calleguas Municipal Water District-----526-9323
- California American Water District -----498-6770
- California Water Service -----497-2757
- Camrosa Water District-----482-4677
- Triunfo Sanitation District -----658-4605
- Ventura County Sheriff Department -----494-8256
- Ventura County Flood Control-----654-2001
- Conejo Recreation & Parks District -----495-6471
- Ventura County Environmental Health-----654-2813
- Air Pollution Control District -----645-1400
- DigAlert/USA----- 1-800-227-2600



City of Thousand Oaks  
Development Services  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362

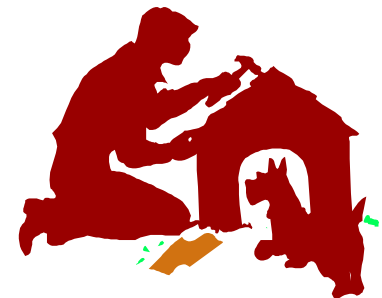
805 Area Code  
449-2323 Planning  
449-2500 Building  
449-2400 Public Works  
[www.toaks.org](http://www.toaks.org)

*In compliance with the Americans with Disabilities Act, those needing special assistance to read this publication should contact the Building Division, 805/449-2500. Notification will enable the City to make reasonable arrangements to ensure accessibility to the information in this publication.*

*Printed on recycled paper.  
Updated 5/00*

**HOW TO APPLY FOR  
A REROOF PERMIT**

**COMMERCIAL  
AND RESIDENTIAL**



City of Thousand Oaks  
Development Services  
2100 Thousand Oaks Blvd.  
Thousand Oaks, CA 91362