

Roof Replacement Consumer Checklist (BC)

This checklist helps homeowners reduce risk before, during, and after a roof replacement. Optional record fields are included where documenting names, dates, or sources may be helpful later.

SECTION 1 — Before choosing a contractor

- I have confirmed the contractor's legal business name
- I have confirmed the contractor is registered with WorkSafeBC
- I have verified the registration is current and in good standing

Recommended record

WorkSafeBC registration number: _____

Source checked (website / phone): _____

Status at time checked: _____

Date checked: _____

- I have reviewed at least two written proposals
- Each proposal clearly describes:
 - Roofing materials
 - Underlayment / ice-and-water protection
 - Flashing (new vs reused)
 - Ventilation work (if any)
 - Gutter or accessory work
 - Cleanup and disposal
- I understand what is included and excluded in each quote

SECTION 2 — Permits and inspections

- I have checked whether my municipality requires a permit for roof replacement
- I understand who is responsible for applying for the permit
- I understand what inspections (if any) will occur
- I understand what inspections do not cover

Recommended record

Municipality: _____

Department / phone / website: _____

Person spoken to (if any): _____

Information provided: _____

Date: _____

- Ventilation changes affect permit requirements
- Deck repairs affect permit requirements
- I have decided whether to arrange an independent inspection if no municipal inspection occurs

SECTION 3 — Ventilation and design responsibility

- I have asked who is responsible for assessing existing ventilation
- I have asked who is responsible for designing ventilation changes (if any)
- I have asked who is responsible for confirming adequacy after installation
- I understand whether ventilation responsibility is explicitly included, assumed, or excluded

Recommended record

How responsibility was described: _____

Where stated (contract / email / verbal): _____

Date confirmed: _____

- I understand the long-term risks of inadequate ventilation

SECTION 4 — Warranties and manufacturer requirements

- I understand the difference between manufacturer warranties and contractor workmanship warranties
- I understand what may limit or void the manufacturer warranty
- I have confirmed whether special training, audits, or documentation are required to maintain coverage

Recommended record

Manufacturer: _____

Warranty type: _____

Registration confirmed by: _____

Confirmation reference (email / number): _____

Date: _____

- I understand who is responsible for warranty registration

SECTION 5 — Safety and fall protection

- I have confirmed the contractor's WorkSafeBC registration
- I have asked what fall protection methods will be used
- I understand who is responsible for site safety
- I understand that safety enforcement may be complaint- or incident-driven

Optional note

Safety approach described as: _____

Date discussed: _____

SECTION 6 — Contract terms and payment

- I have a written contract
- The contract clearly states scope of work, materials, timing, payment schedule, and change-order process
- I have discussed whether any portion of payment will be held back pending review or inspection

Recommended record

Holdback amount or percentage: _____

Release condition: _____

Date agreed: _____

SECTION 7 — During installation

- I am keeping photos of roof deck condition, underlayment, flashing, and ventilation components
- I know when inspections (if any) should occur
- I am keeping communications in writing
- I am comfortable raising questions if something seems unclear

SECTION 8 — After completion

- I have received the final invoice, permit closure (if applicable), warranty confirmation, and product documentation

Recommended record

Date work declared complete: _____

Inspection or review performed? (Y / N): _____

Inspector / reviewer (if any): _____

- I have stored all documents with my home records

SECTION 9 — If problems arise

- I know to document concerns first
- I know to contact the contractor in writing
- I understand the limits of manufacturer warranties, Consumer Protection BC, and municipal involvement
- I understand options for independent inspection and Civil Resolution Tribunal / Small Claims

Final reminder: This checklist is not legal advice. It is a practical tool for homeowners navigating a complex and unevenly regulated process. Clear records help preserve clarity later.