



# Residential and Commercial Roof Building Permit Application

Permit #: RRF \_\_\_\_\_ - \_\_\_\_\_

(Please Print)

**\*\*All contractors MUST FIRST REGISTER (one time per year) by completing the Annual Contractor Registration Form\*\***

Application Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Contractor(s) Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

YES	NO	Details
		Does roof have solar panels
		Is this home in an HOA (Note: Materials may be restricted; it is in your best interest to verify with HOA)
		Will existing roof be covered (Note: IRC 907.3, 3 limits roof covering to a maximum of two (2) total layers)
		Will any existing decking be replaced
		Will any above deck insulation be exposed

Work to begin: \_\_\_\_\_ and to be completed: \_\_\_\_\_ Total Number of Squares: \_\_\_\_\_

**Description of work and type of materials:**

### Submittal Requirements

- Completed copy of this permit application
- A copy of the signed contract to include the property owner name, address and property owner signature.
- Fees: \$100 for 1-3,000 sq ft  
\$350 for 3,001-10,000 sq ft  
\$700 for >10,001 sq ft
- \* Plan Review: If replacing, repairing or adding more than the roof covering, a plan review will be required.

AN ISSUED PERMIT BECOMES NULL AND VOID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF THE WORK IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. REQUESTS FOR INSPECTIONS REQUIRE A MINIMUM 24 HOURS NOTICE.

ALL ROOFING PERMITS REQUIRE TWO INSPECTIONS: (1) TEAR-OFF-REQUESTED THE DAY THE WORK BEGINS (2) DECKING AND FINAL ROOF INSPECTION - REQUESTED AFTER THE WORK HAS BEEN COMPLETED. ATTIC ACCESS MUST BE PROVIDED AT THE TIME OF ANY INSPECTION. I FULLY UNDERSTAND IF I DO NOT REQUEST THE REQUIRED INSPECTIONS THE CITY MAY PLACE ME ON HOLD UNTIL ALL INSPECTIONS HAVE BEEN REQUESTED AND APPROVED. I HAVE CONTACTED THE HOMEOWNERS ASSOCIATION (HOA) OR OTHERWISE VERIFIED AND HAVE RECEIVED HOA APPROVAL IF APPLICABLE.

BY SIGNING THIS APPLICATION I CERTIFY THAT THE NAILING PATTERN ON THE PLYWOOD SHEATHING AND THE ROOF COVERING IF APPLICABLE, MEETS OR EXCEEDS CURRENT CODES AND FURTHER ATTEST THAT THE ROOF-TO-WALL CONNECTION MEETS CURRENT CODE REQUIREMENTS. ALL PENETRATIONS HAVE BEEN RE-INSTALLED ACCORDING TO CURRENT CODES. IT IS THE RESPONSIBILITY OF THE ROOFING CONTRACTOR TO ENSURE THE PROPER INSTALLATION OF ALL MATERIALS INCLUDING UNDERLAYMENT, FASTNERS, FLASHINGS AND SEALENTS ARE INSTALLED TO CODE.

I HEREBY AFFIRM I HAVE READ THE APPLICATION, THE ABOVE STATEMENTS ARE TRUE AND CORRECT, AND I ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF THE ADOPTED BUILDING CODES.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Registration Number: \_\_\_\_\_