

# Checklist for Roof permits:

**“Shingle Requirements” ASTM D 3161 CLASS F HIGH WIND SHINGLES - 3 TAB or DIMENSIONAL  
FASTEN PER MANUFACTURER’S INSTRUCTIONS FOR HIGH WIND REGIONS**

**METAL ROOF**: FOLLOW HIGH WIND INSTALLATION INSTRUCTION, HAVE PRODUCT MANUAL ON SITE FOR INSPECTION.

Initials **CHECKLIST OF REQUIRED INFORMATION FOR A ROOFING PERMIT**

- \_\_\_ 1. A completed Roofing Permit Application from the Building Department.
- \_\_\_ 2. Submit a written description of the type of roofing materials (brand and type), roof pitch, and the type of fastening system to be used for the new roof, type of structure, and is it heated or unheated.
- \_\_\_ 3. If you are the contractor a copy of the signed agreement with the property owner or the property owner’s signature on the building permit application.
- \_\_\_ 4. \$200 fee for re-roofing permit  
\$200 fee for re-roofing permit or \$100 fee if it is a repair permit (up to ½ of roof being fixed or replaced)

- ✓ *Please note mid-roof inspections are required and the roof must be all blacked in with installation of up to 50% of shingles on any face, with drip edge on rakes and eaves for inspection. A ladder must also be set up and secured for all roofing inspections.*
- ✓ *If you are re-roofing more than one structure on the same property you will need a permit for each structure. As long as all inspections can be done at the same time each additional structure will be permitted at the \$100 roofing repair permit price*