

PERMIT # _____

**RE-ROOF
PERMIT
APPLICATION**

RCO Chapter 9/OBC Chapter 15



**CITY OF WESTLAKE-BUILDING DEPT
PHONE (440) 617-4105**

DATE ISSUED: _____

ROOF PERMIT FEE :

RESIDENTIAL: \$ 25.00

+ 1% B.B.S. \$ 0.25

COMMERCIAL: \$200.00

+ 3% B.B.S. \$ 6.00

TOTAL FEE: \$ _____

The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.

PROPERTY/OWNER INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

APPLICATION DATE: _____

ESTIMATED COST: _____

CONTRACTOR/INSTALLER INFORMATION

Not required if owner is performing ALL work

COMPANY NAME: _____

REGISTRATION NUMBER: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

INSTRUCTIONS (Must be completed or permit cannot be issued!)

- 1. Does the roof have 2 or more layers? YES NO If yes, tear-off is required
- 2. Is the existing roof water-soaked? YES NO If yes, tear-off is required
- 3. Will this be a complete tear off? YES NO
- 4. What type of roof is in place now? ASPHALT WOOD SHAKE SLATE OTHER _____
- 6. What type of roofing material will be used? ASPHALT WOOD SHAKE SLATE OTHER _____
- 5. Are eave vents or soffit vents being used? YES NO

7. What is the square footage of the attic area? _____

TO DETERMINE ROOF VENTILATION REQUIREMENTS PERFORM THE FOLLOWING CALCULATION:

If roof AND soffit vents are being used, use the following calculation:

Square footage of the attic area _____ divide by 300 = _____ Square foot of ventilation required.

If roof AND soffit vents are NOT being used, use the following calculation:

Square footage of the attic area _____ divide by 150 = _____ Square foot of ventilation required.

GENERAL INFORMATION FOR INSTALLING A RESIDENTIAL ROOF

- * Ice protection is required starting from the edge of the eave or soffit to a minimum of 24 inches inside the exterior wall line of the building.
- * All roof coverings shall be installed in accordance to the manufacturer's instructions.
- * A minimum of 15-pound felt shall be used but 30-pound may be required, follow manufacturer's instructions.
- * Base and cap flashing shall be installed in accordance to the manufacturer's instructions.
- * Complete tear off of old roof is required if existing roof is water-soaked or shingles are curled *or* if existing roof covering is slate, wood shake, clay, cement or asbestos-cement tiles.
- * A maximum of two layers of roofing materials can be installed.
- * All deteriorated sheathing shall be replaced.

The above is a true description of the lot. The acceptance of the permit herein applied for shall constitute an agreement on my part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said permit.

IMPORTANT NOTICE TO HOMEOWNERS: IF YOU OBTAIN THIS PERMIT ON THE BEHALF OF A CONTRACTOR YOU ARE LIABLE FOR ALL WORK INCLUDING ANY VIOLATIONS OR UNCOMPLETED WORK. CONTRACTORS MUST BE CURRENTLY REGISTERED.

Signature of:

OWNER/CONTRACTOR _____ **PRINT NAME** _____