

# Roofing Application Package

**BUILDING DIVISION**



## GENERAL REQUIREMENTS

Permits are required for all roofing projects, which may be either an overlay of new shingles on top of an existing layer or a tear off with a new layer of shingles installed over sheathing.

Include with your permit application the name of your contractor, if applicable. All contractors must be registered with the City.

## REVIEW PROCESS

Permits will be issued upon submission of a complete application.

## SPECIFICATIONS

- The building code allows a maximum of two (2) layers of shingles, so if there are already two (2) layers existing, then you will need to tear them off before installing the new shingles.
- A minimum base layer of 15# roof felt is required under asphalt shingles.
- Additionally, ice and water shield must be installed a minimum of 24" from the inside face of the exterior walls, as required by Ohio Codes.
- If the roof or a portion of the roof has a slope or pitch of 2/12 or less, then rolled roofing is required.
- Asphalt shingles cannot be installed over a slate or tile roof unless the shingle manufacturer states their product may be used in this manner.

## FEES AND INSPECTIONS

- See fees listed on Residential Building Permit Fees page (website or handout).
- A final inspection is required once the work is complete. A minimum 24-hour notice is required to schedule inspections.

# Residential Application for Plan Approval

## BUILDING DIVISION



### GENERAL INFORMATION

Construction site address

Permanent parcel number

Contractor

Contractor address

Contractor phone

Contractor email

Property owner

Property owner address

Property owner phone

Property owner email

### NEW CONSTRUCTION

**DWELLING TYPE:** ☐ Single Family ☐ Two Family Energy Code Compliance Method: \_\_\_\_\_

**SQUARE FOOTAGE:** Fin. Basement: \_\_\_\_\_ 1st Fl: \_\_\_\_\_  
2nd Fl: \_\_\_\_\_ Total: \_\_\_\_\_

**GARAGE:** ☐ Attached Garage ☐ Detached Garage ☐ Storage Building  
Size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Sq ft: \_\_\_\_\_

**SUBDIVISION:** Sublot #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_  
Zoning Dist.: \_\_\_\_\_ Water Permit #: \_\_\_\_\_

### ADDITIONS & ALTERATIONS

Year Dwelling Built: \_\_\_\_\_ Additional Sq Ft: \_\_\_\_\_

☐ Dwelling Addition ☐ Garage Addition ☐ Storage Building Addition  
☐ Kitchen Remodel ☐ Basement Remodel ☐ Other: \_\_\_\_\_

### GENERAL PERMITS

☐ Re-Siding ☐ Re-Roofing ☐ Fire Damage Repair ☐ 2nd Water Meter  
☐ Demolition ☐ Above Ground Pool ☐ In Ground Pool ☐ Lawn Sprinkler  
☐ Gazebo ☐ Other: \_\_\_\_\_  
☐ Fence Style: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_  
☐ Deck Size: \_\_\_\_\_ Sq Ft: \_\_\_\_\_

### SUBCONTRACTORS

All contractors performing work related to this permit must be registered and approved by the Building Division for the current year.

#### SUBTRADE

#### CONTRACTOR NAME

Masonry \_\_\_\_\_  
Carpentry \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Electrical \_\_\_\_\_  
HVAC \_\_\_\_\_  
Drywall \_\_\_\_\_  
Excavator \_\_\_\_\_  
Pool Erector \_\_\_\_\_  
Landscaper \_\_\_\_\_  
Other \_\_\_\_\_

#### PERMIT FEES

To be calculated by Building Div.

PERMIT: \_\_\_\_\_

STATE 1%: \_\_\_\_\_

ADMIN: \_\_\_\_\_

TOTAL: \_\_\_\_\_

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## HVAC

<b>Furnace:</b> <input type="checkbox"/> New <input type="checkbox"/> Replacement <b>Furnace Capacity:</b> _____ BTU's <b>Furnace Fuel Type:</b> <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____ <b>Ductwork Type:</b> _____	<b>A/C:</b> <input type="checkbox"/> New <input type="checkbox"/> Replacement <b>A/C Capacity:</b> _____ Tons <b>Condensing Unit Location:</b> <input type="checkbox"/> Rear yard <input type="checkbox"/> Left side yard <input type="checkbox"/> Right side yard	<b>Fireplace:</b> <input type="checkbox"/> New <input type="checkbox"/> Replacement <b>Fuel Type:</b> <input type="checkbox"/> Natural Gas <input type="checkbox"/> L.P. Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____
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Gas Meter Location: ☐ Front yard ☐ Rear yard ☐ Left side yard ☐ Right side yard

## PLUMBING

☐ New ☐ Alteration ☐ Replacement ☐ Service Line

Water Distribution System: ☐ Copper ☐ Pex ☐ PVC / CPVC

**Indicate fixture count below:**

# of Sinks	
# of Toilets	
# of Tubs/Showers	
# of water connected appliances	

Building Main Drain size: \_\_\_\_\_  
 Building Water Service size: \_\_\_\_\_  
 Water Heater Fuel Type: ☐ Natural Gas ☐ L.P. Gas  
☐ Electric ☐ Other: \_\_\_\_\_  
 Water Heater Capacity: \_\_\_\_\_ BTUs

## ELECTRICAL

☐ New ☐ Alteration/Addition ☐ Service Change

Grounding Electrodes to be used: ☐ Ground Rod s ☐ CEE/UFER ☐ Water line Service Amps: \_\_\_\_\_

**Indicate load wattages & amperages for each item applicable below:**

First 10,000VA at 100% remainder at 40%. Small appliance and laundry circuit loads 1500VA. Stationary appliance minimum 5000VA.

Description of Equipment	# of Units	Equipment Loads	Description of Equipment	# of Units	Equipment Loads
(Ex. Oven, Clothes Dryer, Furnace, AC etc...)	(Ex.1)	(Ex. 12000VA)			

**Total Load Calculation:** wattage divided by 240 =

**Additional information may be required for final approval of electrical systems.**

The following information must be clearly identified on the construction drawings: furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location.

Est. Cost of Construction: \_\_\_\_\_ Sidewalk Ordinance Received Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION AUTHORIZATION

Building Division Approval

Date