

Roof Repair/Replacement (Re-Roof) Permit Submittal

Definition: *Roof (Encyclopedia Britannica)*: The covering of the top of a building, serving to protect against rain, snow, sunlight, wind, and extremes of temperature.

Please submit the following documentation thru our [online permitting portal](#) to apply for a re-roof:

Required Submittal Documents:

ENERGOV SUBMITTAL TYPE: RESIDENTIAL BUILDING REMODEL

1. Site Plan (Survey) OR Aerial of Roofline.

Specific Requirements:

1. Drip Edge is required on all asphalt shingled roofing projects.
2. New roof coverings shall be installed per the most currently adopted codes and amendments.
3. Damaged, rusted, or deteriorated roof vents and flashing shall be replaced.
4. Proper termination for all exhaust vents that penetrate through the roof is required.
5. Exhaust vents shall have dampers and screen (clothes dryer vents shall be without screen).
6. Fuel fired appliances shall have approved/listed termination caps, as required by manufacturer.
7. If existing Solar Panels are removed from the roof and re-installed, a separate electrical permit shall also be obtained.
8. The required Building Final shall include:

Interior Attic Inspection

- ✓ Verify vent piping penetrates through the roof
- ✓ Verify there is proper clearance from all appliance vents
- ✓ Verify all appliance vents are connected

Exterior Inspection

- ✓ Verify the roofing project is complete.
- ✓ Verify the installation is compliant with the 2021 IRC and Town ordinances/regulations.
- ✓ Verify all construction debris is removed from the jobsite.

Reference Documents (as applicable):

- 2021 International Residential Code
- 2023 National Electrical Code & Local Amendments
- <https://www.ntrca.com>