

ROOF PERMIT APPLICATION

PROJECT INFORMATION

Project Address: _____

Check which applies: Single-Family Residential Commercial Historic District

Roof Material: _____ (Composition, Metal, SBS Mod Bit, TPO, PVC, EPDM, Other)

Number of Squares: _____ Squares (100 Sq. Ft.) Zoning District: _____

OWNER & APPLICANT INFORMATION

Roof Company: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

Property Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

| SUBMITTAL ITEMS AND IMPORTANT INFORMATION | PLEASE CHECK |
|--|---------------------|
| Completed Application | |
| Possible sample if applicable | |
| All projects located within the Historic Overlay District may require additional approval of a Certificate of Appropriateness from the Richmond Historic Commission. | |
| All approvals on this application will expire after 180 days of filing unless a permit is issued or a written request for extension is received. | |

FEES

All fees due to the City of Richmond shall be paid in full before issuance of the permit. All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

| ROOF PERMIT APPLICATION FEE SCHEDULE | | | | |
|---|---------------------|------------|---------------------|--------------|
| Description of Item | Unit | Fee | Quantity | Total |
| Service Fee - Commercial | 1 | \$25.00 | | |
| Administration Fee - Residential | 1 | \$10.00 | | |
| Reroof - Commercial | Flat | \$75.00 | | |
| Reroof - Single-Family | Flat | \$50.00 | | |
| Start work without a Permit | (Double Normal Fee) | TBD | | |
| Fees subject to change without notice. Official fee calculations at the time of issuance. | | | Grand Total: | |

DISCLAIMER & SIGNATURE

I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.

Applicant Signature _____

Date _____

| CITY OF RICHMOND USE ONLY | Comments |
|--|-----------------|
| Building Official: _____ Date: _____ Historic Preservation Officer: _____ Date: _____ | |