

## ROOF PERMIT APPLICATION REQUIREMENTS

### ARE YOU PLANNING ON GETTING YOUR ROOF DONE?



## HERE ARE THE STEP TO FOLLOW

### Contact a license contractor:

**What the applicant will need** (the applicant can be the home owner , agent or the contractor ).

- A building permit application filled out and notarized. *(The applicant must remain the applicant throughout all the documents submitted).*
- A letter of Authorization *(only if applicant is not the owner).*
- Pictures of the current roof elevations and profile of the house.
- Roof data sheet
- Material specification sheet.
- The Contractor's license to work in Westchester
- The Contractor's insurances
  1. Disability *(listing the department of buildings as the certificate holder)*
  2. Workers compensation *(listing the department of buildings as the certificate holder)*
  3. Liability *(listing the city of Mount Vernon as the additionally insured) (listing the department of buildings as the certificate holder)*

Change in Material requires Architectural Review Board approval.

All insurances must list the city of mount Vernon Department of buildings as the certificate holder.

## AFTER THE PERMIT IS ISSUED.

YOU WILL NEED 2 INSPECTIONS

1. Inspection during installation of the roof.

The inspector must witness the ice and water shield and nails per shingle.

2. Final inspection  
After all the roof has been installed.

The letter of completion must be sign and notarized by the contractor prior to final inspection.

## CLOSING OUT THE PERMIT

It is the owners responsibility to ensure that the contractor close out the permit with the Department of Buildings

**Don't get caught working without a permit.**

A Stop Work Oder will be issued. At a cost to the owner of **\$500.00 for the Stop Work Order and Legalization fee of \$2500.**