

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS ROOF –Without Structural Framing Change - COMMERCIAL ONLY

Please read all of the following information. The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

- “Affidavit of Exemption” If you are hiring a contractor to construct your addition, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or any contractor(s) without workers’ compensation is doing the construction, the “Affidavit of Exemption” must be completed (by each contractor) and notarized. (Copies are available)

- Two (2) sets of complete construction documents that show in detail code compliance for all of the proposed work to include but not limited to the following information.
 - Roof Pitch – include all areas with different pitch
 - Material – asphalt shingles, metal roof panels, roll roofing, etc.
 - State ice guard installation – required from roof edge to a point 2’ up from exterior wall
 - Underlayment method
 - Flashing method (if applicable)
 - Gutters / downspouts / drip edge (also state if reusing)
 - Venting method
 - Fasteners
 - Job description – (entire roof – front side only) etc.
 - Layovers (if applicable) existing roof material, layer amount of

- Completed building permit application. (Tax parcel number must be provided)

LMIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be reviewed for code compliance. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the LMIA Office. All fees shall be paid prior to the issuance of the permit. You will then use the inspection procedures provided at issuance of permit to have all of the required inspections performed.