



Roof Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Office Use
Date Received: _____
Fee Amount: _____
Permit No.: _____

Project Value \$ _____

Residential Commercial

Project Site

Property Address _____

Broadview Hts. OH, 44147

City/State/Zip _____

Auditor Parcel Number(s) (APN/PPN) _____

Zoning District _____

Sub Lot # _____

Part of an HOA Yes No (By not checking or checking no you are assuming full responsibility for any lack of approval)
If yes, then please provide a letter from the HOA agreeing with the proposed project.

Type of Project (check all that apply)

New / Replacement

New Power Vent **(electrical permit required)**

Scope of Work: _____

A lot drawing of your property **MUST be provided** showing the scope of the work being done.

Contractor

Company Name: _____

Point of Contact Name _____

Address: _____

Cell/Phone _____

City/State/Zip _____

Email _____

Property Owner (of subject site)

Name: _____

Cell/Phone _____

Address: _____

Email _____

City/State/Zip _____

Name of Business or Tenant (if applicable) _____

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Additional Contractors/Subs:

Every contractor and subcontractor needs to be registered, bonded, insured & licensed by the City of Broadview Heights.

Company Name: _____ Contact Person: _____
Trade: _____ Email: _____
Phone #: _____ Cell: _____

If you need to list additional contractors, please use the form "Additional Contractors/Subs Form" that can be found online.

Number of Existing Roof Layers: _____ Underlayment: Yes No
Will It Be: Removed / Overlay Proposed Number of Vents: _____ Size: _____
New Power Vent: Yes No

I Homeowner/Contractor _____ agree to complete the roof
at _____ in accordance with the Residential Code of Ohio

and **accept full responsibility** for the proper installation of the following:

- Installation of all materials in accordance with the manufacturer's instructions
- Inspection of underlayment and replacement of any damaged or missing material
- Install roof felt - 15#/30# or underlayment
- Install drip edge
- Install ice barrier at all eaves to a point 24" inside the exterior wall line of the building
- Calculate required roof ventilation and install as per calculations
- Replace step, Chimney and pipe flashing as needed.
- New Power Vent **(electrical permit required)**

- A. **The permit holder is responsible for scheduling all inspections.**
- B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
- C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
- D. As the permit holder you are responsible to obtain the necessary approval of all the Committees, Boards or Associations that may have restrictions on the work covered by this permit and assume full responsibility for any lack of approval.
- E. The permit holder shall be responsible to immediately notify the Building Department as to any changes to the approved permit (i.e. plans, contractor or subcontractors).
- F. For purpose of reviewing, approving or disapproving this application and or request the applicant hereby agrees, consents and grants right of entry to the above described premises to the necessary and appropriate City representatives.
- G. Use of unregistered or unlicensed contractors or subcontractor are cause for refusal or revocation of this application and permit and may result in work stoppage, court citations or both.
- H. **I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

By signing below, I understand all of the above statements (A through H) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

Applicant's Printed Name

Date

Applicant's Signature Name

NO WORK IS ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.

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Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

Roof:

Please provide a copy of the following items:

1. Copy of the fully executed contract between property owner and contractor.
2. Information on the product and material
3. A drawing showing the dimension of the roof and location and size of proposed ventilation.
4. If you install a powered ridge vent that requires a state license electrician and a separate electrical permit be pulled.
5. Required Inspections are ice guard and a final.

Exterior Work:

A lot drawing of your property **MUST be provided** and specifies the following:

1. Size of the lot and distance between property pins
2. Location of house, garage, sheds, decks and other major structures
3. Location of accessory structures on the property.
4. Locations of swales, drain pipes/tiles, catch basins.
5. Sufficient copies of the drawings must be submitted with the application.

Payment Methods:

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen. <https://pay.bridgepayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

Codes & Applications:

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: www.broadview-heights.org.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Inspections:

A 24-hour inspection notice is required prior to the time when inspection needs to be performed. Please call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection. **A final inspection is required for all permits.**

§ 1448.09 All construction requiring and authorized by a building permit **shall be fully completed**, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code **within 12 months of the date of the issuance of the building permit.**