



RESIDENTIAL ROOF PERMIT APPLICATION

TODAY'S DATE: _____

HELPFUL INFORMATION

ALL CONTRACTORS

**MUST FIRST REGISTER (ONE TIME ONLY) THROUGH THE CITIZEN SELF SERVICE (CSS) PORTAL
PRIOR TO COMPLETING THIS FORM**

Submittal Requirements: (A) This permit application; (B) COPY of the signed contract to include property owner name, address, and property owner signature. If replacing, repairing or adding more than the roof covering (maximum two layers of roof coverings per building code), a plan review will be conducted. Fee: Flat fee of \$200.00 **The City encourages you to have approval from your HOA prior to submittal.**

It is the responsibility of each roofing contractor to supervise the crews to ensure the proper installation of all materials including underlayment, fasteners, flashings and sealants; and request inspections. Separate subcontractor permits (additional fee) will be required for work. Must provide access to attic at time of inspection.

PROJECT INFORMATION

PROJECT ADDRESS:

BUSINESS NAME:

PROPERTY OWNER NAME:

PROPERTY OWNER PHONE NUMBER:

Please check all that apply:

Check box if roof has Solar Panels

Check box if there is NOT an HOA at the project address

DESCRIPTION OF WORK:

Will existing roofing be covered? Yes No (2 layers max)

Will any existing decking be replaced? Yes No

Will any above deck insulation be exposed? Yes No

APPLICANT/CONTRACTOR CONTACT INFO

NOTICE:

AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Contractor Name:

Contractor Address:

Phone Number:

Email Address:

Contractor Signature:

Building Inspections Department

221 N. Tennessee Street • McKinney, Texas 75069 • Tel: 972-547-7400 • Fax 972-547-2605 Website: www.mckinneytexas.org

This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email contactadacompliance@mckinneytexas.org Please allow at least 48 hours for your request to be processed.

Updated: 06/03/2019

ROOFING GUIDE

Minimum Requirements for Re-Roofing Projects (Effective January 7, 2020)

Scope: Permits are required for all roofing projects and the work shall comply with the 2018 IRC.

Permit Fee: Flat fee of \$200.00

Apply for permit online at: www.mckinneytexas.org/css

General Procedure:

- Permit must be posted and clearly visible from street.
- Drip Edge is required on all asphalt shingled roofing projects.
- New roof coverings shall not be installed without first removing all existing layers of roof coverings where any of the following conditions exist:
 - Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
 - Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
 - Where the existing roof has two or more applications of any type of roof covering.

Exceptions:

1. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
 2. The application of new protective coating over existing spray polyurethane foam roofing systems shall be permitted without tear-off of existing roof coverings.
 3. Where the existing roof assembly includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane.
- Damaged, rusted, or deteriorated roof vents and flashing shall be replaced.
 - Proper termination for all exhaust vents penetrating through roof is required.
 - Exhaust vents shall have dampers and screen (clothes dryer vents shall be without screen).
 - Fuel fired appliances shall have approved/listed termination caps as required by manufacturer.
 - If existing Solar Panels are removed from the roof and re-installed then an electrical permit must also be obtained.

Inspection Requirement (Building Final only unless otherwise noted on the Building Permit):

1. Shingles and flashing and shingle moldings installed per product manufacture recommendations.
2. Plumbing and gas vents must be re-attached and flashed correctly.
3. All trash and debris cleaned and hauled away.

The following link may be helpful to Homeowners when selecting a roofing contractor: <https://www.ntrca.com/>

Please Contact the City of McKinney Building Inspections Department if there are questions or if assistance is needed at (972)547-7400

This is a general guide of the basic requirements for re-roofing projects. It is intended to aid contractors, suppliers, insurance adjusters, and homeowners with their more common roofing questions.