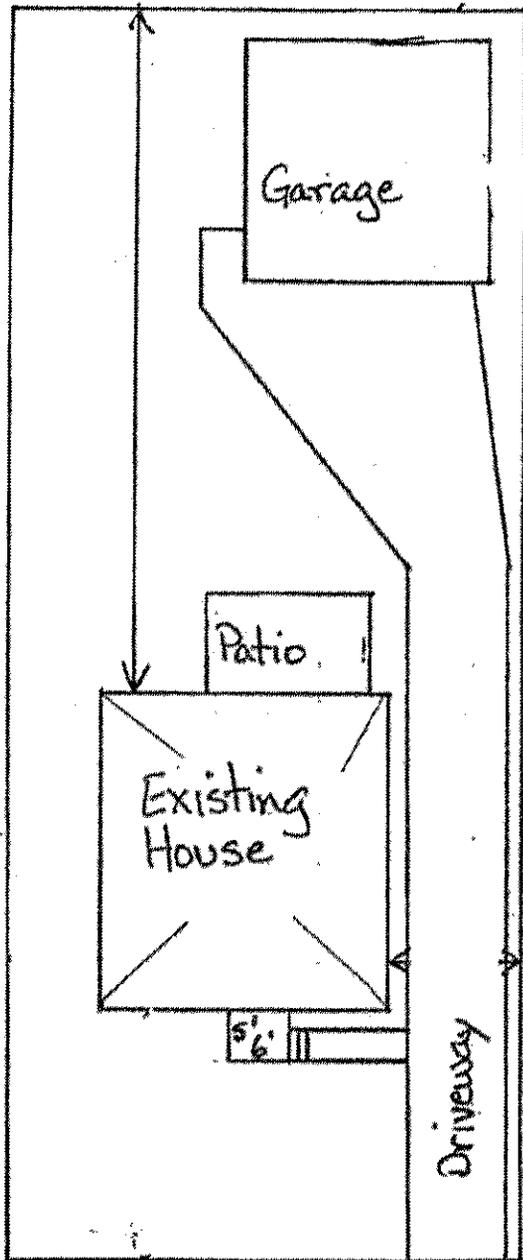


RESIDENTIAL RE-ROOF PERMIT REQUIREMENTS



Please provide the following information:

*Provide a site/plot plan showing all structures on lot (not google earth photo), if detached structures provide number of roofing squares per structure.

*Provide full scope work (are you going to install new sheathing or only tear-off and re-roof?).

*Job valuation (must include labor and material cost).

*C-39 Roofing contractor shall obtain the permit. If you are an agent for the contractor we would need a notarized authorization letter.

*If you are doing work as an owner builder owner's ID/DL shall match to the property address. If you are going to have someone that does not live on the property help you with the roof replacement you need to provide a copy of your home insurance policy that you have workers compensation policy coverage.

*Must be two units or less on lot for owner builder permit.

Licensed contractor requires a city business license please contact 323.563.9544 for information on how to obtain one.

We are now taking walk-ins from 7:00am- 11:30 am Mon-Thurs ONLY

Or, you may use our appointment system to schedule:

<https://kiosk.na4.gless.com/kiosk/app/home/316>

*IF YOU ARE GOING TO RE-ROOF OVER EXISTING A PRE-INSPECTION APPROVAL IS REQUIRED PRIOR TO PERMIT ISSUANCE

SAMPLE PURPOSES ONLY

Plot Plan