



Roofing Requirement Checklist

The following information is intended to assist the property owner in having a roofing system installed in a safe and ordinance-compliant manner.

A Building Permit is required. The following items must be submitted with the Building Permit Application:

- ☐ Proof of compliance with New York State Worker's Compensation and Disability Law.
- ☐ For a roof-over, a description of the type of roofing currently in place on the structure, including the number of layers of roofing present.
- ☐ For a roof tear-off and re-roof, a complete description of materials to be used. Include the dimensions and locations of ice and water shield. If underlayment sheathing will be replaced or added, indicate the type and method of fastening.
- ☐ A description of the scope of work involved in the project, including the method and exact location of how/where the old roofing or unused materials are being disposed of.

An inspection of new or replacement sheathing is required. An inspection of the ice and water shield and underlayment is also required. Failure to obtain these inspections may result in the roofing materials being removed.

A final inspection MUST be obtained upon completion of the roofing work.

All applicable boxes must be checked and the Property Owner must sign and date below. Include this Checklist with the Building Permit Application.

Property Owner: _____ Date: _____