

CITY OF EASTLAKE  
BUILDING DEPARTMENT  
35150 LAKESHORE BLVD., EASTLAKE, OHIO 44095  
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**RE-ROOF APPLICATION PERMIT**

DATE: \_\_\_\_\_

PERMIT FEE: \$140.40

JOB LOCATION: \_\_\_\_\_

ESTIMATED PROJECT VALUE: \$ \_\_\_\_\_

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE, ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE, ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DESCRIPTION OF WORK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(Over)

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RE-ROOF APPLICATION PERMIT

INSTRUCTIONS: To avoid inspection delays answer all questions below

1. Does the roof have 2 or more layers? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, tear off is required
2. Will this be a complete tear-off? Yes \_\_\_\_\_ No \_\_\_\_\_
3. What type of roof is in place now?  
Asphalt \_\_\_\_\_ Wood Shank \_\_\_\_\_ Slate \_\_\_\_\_ Other \_\_\_\_\_
4. What type of roofing material will be used?  
Asphalt \_\_\_\_\_ Wood Shank \_\_\_\_\_ Slate \_\_\_\_\_ Other \_\_\_\_\_
5. Are eave vents or soffit vents being used: Yes \_\_\_\_\_ No \_\_\_\_\_

**IMPORTANT NOTICE TO ALL HOMEOWNERS**

IF YOU OBTAIN THIS PERMIT ON THE BEHALF OF A CONTRACTOR YOU ARE LIABLE FOR ALL WORK INCLUDING ANY VIOLATIONS OR UNFINISHED WORK. ADDITIONALLY, CONTRACTORS MUST BE CURRENTLY REGISTERED WITH THE CITY OF EASTLAKE.

**GENERAL INFORMATION FOR INSTALLING A RESIDENTIAL ROOF**

1. Ice Guard protection is required starting from the edge of the eave or soffit to a minimum of 24 inches inside the exterior wall line of the building, per residential Code of Ohio. One (1) hour notice is requested for Ice Guard inspection.
2. All roof coverings shall be installed in accordance to the manufacturer's instructions.
3. A minimum of 15 pound felt shall be used, but 30 pound may be required; follow manufacturer's instructions.
4. Base and cap flashing shall be installed in accordance to the manufacturer's instructions.
5. Complete tear off of old roof is required if existing roof is water soaked or shingles are curled; or if existing roof covering is slate, wood shake, clay, cement or asbestos cement tiles.
6. Maximum of two (2) layers of roofing materials can be installed, provided first layer is not damaged or water soaked and with manufacturer's approval.
7. All damaged, water soaked or deteriorated sheathing shall be replaced.
8. Call 24 hours in advance for final inspection.

\_\_\_\_\_  
SIGNATURE OF OWNER/CONTRACTOR

\_\_\_\_\_  
DATE