



# Clark County Community and Economic Development

Springview Government Center  
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## RESIDENTIAL RE-ROOF APPLICATION

PLEASE PRINT OR TYPE

APPLICATION NO: \_\_\_\_\_

### General Information For Installing A Residential Roof

- Ice-barrier 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.
- All roof coverings shall be installed in accordance to the manufacturer's instructions.
- A minimum of 15-pound felt shall be used. 30-pound may be required for low slope applications; follow manufacturer's instructions.
- Base and cap flashing shall be installed in accordance to the manufacturer's instructions.
- 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 tiles.
- Maximum of two layers of roofing materials can be installed, provided first layer is not damaged or water soaked and with manufacturer approval.
- All damaged, water soaked or deteriorated sheathing shall be replaced.
- Call 24-hours in advance after tear-off for final inspection.
- See Sections 806 and 907 of the *Residential Code of Ohio* for other requirements.

### 1. PROJECT INFORMATION:

Street Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Project Description \_\_\_\_\_  
 Cost of Project \$ \_\_\_\_\_

### 2. PROPERTY OWNER:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

### 3. APPLICANT/PERSON PRIMARILY RESPONSIBLE:

Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
 E-Mail \_\_\_\_\_

I hereby certify that I am the Owner of Record or that the proposed work is authorized by the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the County and the State, and that all information on this application is truthful to the best of my knowledge. I also understand that **UPFRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ANSWER ALL QUESTIONS BELOW:

- Will this be a complete tear-off? Yes  No
- Does the roof have 2 or more layers? Yes  No   
*if yes, tear-off is required.*
- Is the existing roof water soaked? Yes  No   
*if yes, tear-off is required.*
- What type of roofing material will be used?  
Asphalt  Wood Shakes  Slate  Other
- Are ridge vents or box vents being used? Yes  No
- Are eave vents or soffit vents being used? Yes  No
- Fire classification of new roof? \_\_\_\_\_

TO DETERMINE ROOF VENTILATION REQUIREMENTS PERFORM THE FOLLOWING CALCULATIONS:

If roof and soffit vents are being used, use the following calculation:

Square footage of the roof area \_\_\_\_\_ divide by 300 = \_\_\_\_\_ Square foot of ventilation required.

If roof and soffit vents are NOT being used, use the following calculation:

Square footage of the roof area \_\_\_\_\_ divide by 150 = \_\_\_\_\_ Square foot of ventilation required.

### Office Use Only

Intake Person \_\_\_\_\_  
 Upfront fee paid \$ \_\_\_\_\_  
 Plan Review Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Plan Review Comments \_\_\_\_\_  
 Balance Due \$ \_\_\_\_\_  
 Notified Permit Ready \_\_\_\_\_ Date \_\_\_\_\_  
 Date Picked Up \_\_\_\_\_