

APPLICATION FOR RE-ROOFING PERMIT

TOWN OF CHARLOTTE

8 Lester Street, P.O. Box 482, Sinclairville, NY 14782
Phone: (716) 962-6047 Fax: (716) 962-3843

PLEASE COMPLETE ALL REQUIRED INFORMATION.
(Incomplete applications cannot be processed)

PROJECT LOCATION:

Street Address: _____

Tax Map No.: Section _____ Block _____ Lot _____

Official Use Only

Permit No. _____

Expires: _____

APPLICANT INFORMATION:

APPLICANT: _____ Phone: _____

Mailing Address: _____ Cell: _____

City: _____ State: _____ Zip: _____ Email: _____

OWNER: _____ Phone: _____

Mailing Address: _____ Cell: _____

City: _____ State: _____ Zip: _____ Email: _____

PRINCIPAL CONTRACTOR: _____ Phone: _____

Contact Name: _____ Fax: _____

Mailing Address: _____ Cell: _____

City: _____ State: _____ Zip: _____ Email: _____

PROJECT DESCRIPTION: *(Please check all that apply to the project)*

Type of roof: Asphalt shingle Copper/Metal Slate/Tile Built up membrane Wood shake

Other: _____

Square footage of roofing to be replaced: _____ sq. ft. Roof pitch: _____

Sheathing to be replaced? No Yes If yes, total sq. ft. to be replaced: _____

Structural modifications proposed? No Yes (If yes, complete building permit application required.)

Number of roof layers: _____ Existing _____ Proposed (No more than two layers total are permitted)

Cost of construction: \$ _____ Date work to start: _____ End: _____ (est.)

Description of the proposed work: _____

INSURANCE REQUIREMENTS In accordance with Workers' Compensation Law §57 and §220(8)

All permit applications require the following New York State Workers' Compensation Board documents be submitted with the Re-Roofing Permit Application: (All WCB forms are submitted under penalty of perjury.)

BP-1 Form If you are property owner and living at the project address and either performing the work yourself or you will not be hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite), you may submit a copy of this form. If you hire or pay any individuals, you must also submit a current copy of your homeowners insurance policy that is currently in effect and covers the property listed on the building permit. This form may be obtained in the Permit Office or printed at www.wcb.state.ny.us.

- OR -

CE-200 Form If a contractor has been hired and he/she is doing the work is a sole proprietor or a partnership and has no employees, form CE-200 must be filed, for each project. This form may be completed and printed at www.wcb.state.ny.us or by calling (866) 546-9322.

- OR -

If the contractor doing the work hires any part-time or full-time help or leases employees, the following proofs of insurance must be on file with this office naming the Town of Charlotte as the Certificate Holder:

- Certificate of New York State Workers' Compensation Insurance (CE-200, C-105.2, U-26.3 or SI-12) **ACORD forms are not acceptable proof of Workers' Compensation Insurance**
- Certificate of Insurance Coverage under the New York State Disability Benefits Law (CE-200, DB-120.1 or DB-155)

PERMIT CONDITIONS:

- The building permit placard MUST be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Compliance is issued.
- Any deviation from the approved permit must be approved by the Code Enforcement Officer.
- The work covered by this application shall not be started prior to the issuance of the building permit.

APPLICANT SIGNATURE:

Application is hereby made to the Town of Charlotte for the issuance of a Re-Roofing Permit. To the best of my knowledge, information and belief, all statements contained in this application are true, complete and correct, and all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance will all applicable laws, ordinances and regulations.

Applicant Signature: _____ Date: _____

OFFICIAL USE ONLY				
Received: _____	Fee: \$ _____	Cash: _____	Check No.: _____	Permit No.: _____
Zoning District: _____	ZBA Approval: _____	Planning Approval: _____		
Approved: _____	Denied: _____	Expires: _____	Certificate of Compliance: _____	
Code Enforcement Officer: _____				

SUMMARY OF 2010 RESIDENTIAL CODE OF NEW YORK STATE RE-ROOFING REQUIREMENTS

REROOFING (§R907)

§R907.1 Reroofing. Dwellings undergoing the re-covering or replacing of an existing roof covering shall comply with the requirements of Appendix J Section AJ 502.4.

APPENDIX J (§J502.4)

§J502.4 Reroofing. Where alteration work includes recovering or replacing an existing roof covering, the provisions of this section shall apply.

§J502.4 General. Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 9 of the Residential Code of New York State.

Exception: Reroofing shall not be required to meet the minimum design slope requirement of one-quarter unit vertical in 12 units horizontal (2 percent slope) in §R905 for roofs that provide positive roof drainage.

§J502.4.2 Structural and construction loads. The structural roof components shall be capable of supporting the roof covering system and the material and equipment loads that will be encountered during installation of the roof covering system.

§J502.4.3 Recovering versus replacement. New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. 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.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.
4. For asphalt shingles, when the building is located in an area subject to moderate or severe hail exposure according to Figure R903.5

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. Installation of metal panel, metal shingle, and concrete and clay tile roof coverings over existing wood shake or shingle roofs shall be permitted when applied in accordance with §J502.4.4.
3. The application of new protective coating over existing spray polyurethane foam roofing systems shall be permitted without tear-off of existing roof coverings.

§J502.4.4 Roof recovering. Where the application of a new roof covering over wood shingle or shake roofs creates a combustible concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, or glass fiber securely fastened in place.

§J502.4.5 Reinstallation of materials. Existing slate, clay or cement tile shall be permitted for reinstallation, except that damaged, cracked or broken slate or tile shall not be reinstalled. Existing vent flashing, metal edgings, drain outlets, collars and metal counter flashings shall not be reinstalled where rusted, damaged or deteriorated. Aggregate surfacing materials shall not be reinstalled.

§J502.4.6 Flashings. Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions. Metal flashing to which bituminous materials are to be adhered shall be primed prior to installation.

This is only a guide, please refer to the 2010 Residential Code of New York State for complete requirements

APPLICANT - PLEASE KEEP THIS PAGE FOR YOUR REFERENCE