

# APPLICATION FOR ROOFING PERMIT TOWN OF RICHMOND

Property Owner _____
Address _____
City _____ NY Zip _____ Phone _____

<b><u>INSPECTIONS REQUIRED*:</u></b>
1. Tear off and application of required ice and water shield. (Maximum 2 layers)
2. Final Inspection upon completion
<b>*Applicant, being owner or contractor, assumes responsibility for requesting required inspections and obtaining Certificate of Compliance</b>

Contractor _____
Address _____ Phone _____
City _____ State _____ Zip _____
Workers Compensation Insurance Yes _____ Not required _____
Disability Insurance Certificate Yes _____ Not required _____

Roof Over (Maximum 2 layers) _____ Tear Off and Reroof _____
<b>Permit Fee \$35.00</b>
Project Cost _____ Address _____
Tax Id No. _____ District _____

The undersigned represents and certifies that the work will be performed in accordance with the Manufacturer's installation instructions and in compliance with the New York State Uniform Fire Prevention and Building Codes.

Owner / Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>	
Code enforcement Officer _____	Date _____
Town Clerk _____	Date _____
Fee Paid _____	Permit # _____
Approved _____	Not Approved _____
Conforming _____	Nonconforming _____
Reviewed by _____	

# REQUIRED INSPECTIONS 24 HOUR NOTICE

SPENCER L. SHUMWAY  
CODE ENFORCEMENT OFFICER

TOWN OF RICHMOND  
HONEOYE, NEW YORK 14471-0145  
(585) 229-2176  
FAX (585) 229-5114  
E-mail: [code@townofrichmond.org](mailto:code@townofrichmond.org)

**NOTICE:** No structure erected or altered, pursuant to this permit No. \_\_\_\_\_, shall be occupied until a Certificate of Occupancy or Compliance has been issued. The Code Enforcement Officer has permission to enter the property and the structure thereon as frequently as he deems necessary to inspect the same for compliance with the Uniform Code from 8:00AM to 4:00PM Monday – Friday, other time with owner permission as long as the permit is open. **Upon Completion, a call for a final inspection is required.** The Permit is closed with the issuance of a Certificate of Occupancy or Compliance.

OWNER/AGENT SIGNATURE: \_\_\_\_\_

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

NOTES: