



**RESIDENTIAL RE-ROOF "ONLY" WORKSHEET**

This worksheet should **only** be completed to obtain permits for residential re-roof or roof repairs. Please note that this includes deck and covering but **NOT** rafters and/or joists.

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

BUILDING ADDRESS WHERE WORK IS PROPOSED: \_\_\_\_\_

CITY OF HOUSTON PROJECT NUMBER: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ REGISTRATION NO: \_\_\_\_\_  
(If applicable)

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

TOTAL BUILDING AREA (SQUARE FEET): \_\_\_\_\_

**RE-ROOF CONSTRUCTION WILL COMPLY WITH THE FOLLOWING REQUIREMENTS:**

- 1) Existing roof covering and felt materials will be completely removed and disposed of properly.
- 2) All roof decking will be inspected; decking materials will be replaced if not structurally sound.
- 3) Install or replace all missing, rusted, and/or damaged flashing, counter-flashing, roof vents, vent caps, and metal edging with all new materials.
- 4) Inspect all roof drains and repair or replace when necessary to ensure the roof drainage is sufficient to prevent excessive accumulation of water.
- 5) Install all new roofing materials with the appropriate class roofing as required by the building code for the occupancy and construction type of the building being re-roofed.
- 6) Ensure all fire retardant requirements are maintained.

PRINT NAME OF OWNER OR PROPERTY MANAGER: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DISCLAIMER**

**Any change in use or change in materials will require compliance with City of Houston Residential Code including possible structural changes to the building.**