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| RESIDENTIAL ROOFING PERMIT APPLICATION |
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PERMIT# _____

DATE _____

Construction Location: _____

Structure Type: S/F _____, M/F _____,

Property Owner: _____

Owner Address: _____

Owner Phone# (if applicable): _____ - _____ - _____

Work to be performed by:

Owner _____

Conctactor _____

Name: _____

Address: _____

City, State & Zip: _____, _____, _____

Phone#: _____ - _____ - _____

Contractor License#: _____

Worker's Compensation Carrier: _____

MESC#: _____

Work To Be Performed: (see notes 2, 3, and 4)

_____ Patch & Repair _____ Reroof _____ Tear off & Replacement
Deck Repair Required: _____ Yes _____ No _____ to be determined
Roof is: _____ Pitched _____ Flat _____ Gambrel
Roof Size: _____
Roof Type: _____ Shingle _____ Built Up _____ Rolled/Modified _____ Metal
 _____ Torch down _____ Rubber / EPDM

Other Work To Be Performed Under Permit:

Note #1. Homeowner Building Permit Policy: _____ (applicant's initials)
(located on Page 3)

The Michigan Licensing Law under Act 229, Section 339.2402 Residential Builders, gives a homeowner exemption to act as his or her own general contractor.

(Example) The homeowner may obtain a building permit for construction on his or her own property, even if a licensed or unlicensed contractor may be significantly involved.

If you the homeowner choose to act as your own contractor and obtain the required building permit - **AS THE PERMIT HOLDER YOU, THE HOMEOWNER, WILL INCUR ALL LIABILITY AND RESPONSIBILITIES THAT THE LICENSED CONTRACTOR WOULD NORMALLY ASSUME.**

- The City of Benton Harbor cannot assist you in any case and/or legal action against an unlicensed contractor that you the homeowner hired to perform work under the building permit you obtained.
- You, the homeowner, could be held liable for any injury that occurs on the job, whether it is the builder or subcontractor's employee (s).
- In the event that an occurrence beyond the builder's control, causes or prevents the builder from completing work, you, the homeowner, will be legally responsible for the timely completion of the job, under the permit you obtained.
- It is your responsibility as the homeowner to have a complete understanding of the current Building Codes.

I, _____, (print name) have read and understand the above information and agree to adhere to all rules and regulations stipulated in this policy.

*City of Benton Harbor Inspection Department (269) 927-8434
Building Inspectors: Barney Martlew / Sam Hudson*

Note #2. Benton Harbor Demolition & Debris Removal Policy _____ (applicant's initials)

Alterations, Repairs, Roofing Material Removal Policy - EFFECTIVE IMMEDIATELY

All licensed, unlicensed contractors and homeowner(s) must adhere to the following rules and regulations indicated below:

- Any material remaining from alterations, repairs, or roofing work on a dwelling must be removed from the site immediately. (NO MATERIAL OR DEBRIS SHALL BE LEFT ON OR AROUND THE SITE OR TREE LAWN AREA).
- All major repairs being performed on a dwelling must have a dumpster on site prior to the commencement of work to be performed (accompanied by a receipt).
- A trailer or dump truck will be acceptable for debris removal in lieu of a dumpster.
- All debris and /or unused construction material is to be deposited in a licensed land field.

Failure to comply with the above policy will cause the inspection department to delay or deny your request for a building permit.

I, _____, (print name) have read and fully understand the above information and agree to adhere to all rules and regulations set forth in this policy.

Note #3. Plank style roof deck exposed during construction must be updated to conform to current building codes.

- Fill all gaps between planks with material of equal thickness to existing planks. Maximum gap allowable is 1/8"
- Re-deck entire area with minimum 1/2" OSB or plywood
- Minimum allowable roof deck thickness is 1/2"
- City of Benton Harbor assumes no responsibility regarding the structural integrity of the roof deck and supporting structure. Permit applicant assumes full responsibility to assure conformance with structural codes prior to commencing replacement activity.
- ALL WORK ON OR IN ASSOCIATION WITH FINISHED DECK AND STRUCTURAL ROOF ASSEMBLY MUST BE PERFORMED IN ACCORDANCE WITH CURRENT BUILDING CODE REQUIREMENTS _____ (applicant's initials)

Note #4. A self adhering rubber membrane material such as R.W. Grace Ice and Water Shield (or equivalent) shall be installed on all exposed pitched roof decks. Minimum coverage shall be from the drip line of the roof to 24" inside the structure footprint; and the full length of valleys, 18" each side of center line. _____ (applicant's initials)

Note #5. Applicant must inform Benton Harbor Inspection when work is completed, even if no inspection is required.

\$ _____ Cost of Work

Other Information:

Signature of Applicant: _____ Date: _____

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Inspections Required:

_____ Exposed Deck _____ Deck Repairs _____ Finished Work

_____ No Inspections Required

\$ _____ Permit Fee

**** Applicant must call Benton Harbor Inspection Department to schedule required inspections ****

FOR OFFICE USE:

Building Inspector Signature: _____

Date: _____

Office Staff Signature: _____

Date: _____