

## RESIDENTIAL RE-ROOF APPLICATION

### APPLICATION:

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by codes and ordinances adopted by the city, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

The following section of the Lakeway Code of Ordinances applies:

- Section 24.02.243

The City of Lakeway has adopted the following codes:

- International Building Code – 2009 Edition, including all appendices except for appendices A, B, H and J
- International Residential Code for One- and Two-Family Dwellings – 2009 Edition, with the exception of chapters 25 to 32 (plumbing), including all appendices except for appendices E and L

### CHECKLIST:

This list has been prepared as a tool for submitting a complete re-roof permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- Project Information Sheet
- General Information
- Exhibits (click on links below)
  - ❖ [City Code Excerpt](#)
  - ❖ [Bonding & Insurance](#)
- Applications



Building & Development Services  
 1102 Lohmans Crossing, Lakeway, TX 78734  
 Phone: (512) 314-7540 Fax: (512) 314-7541  
[www.lakeway-tx.gov](http://www.lakeway-tx.gov)

## RE-ROOF PROJECT INFORMATION SHEET

<b>General Contractor:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Fax:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>E-mail:</b>			

★ This checklist must be submitted with the application for the re-roof permit.

**QUESTIONNAIRE:**

What is the estimated project valuation? \$ \_\_\_\_\_.

What is the type of roof? Check appropriate box below:

- Shingle (must be 30 year composition)
- Metal (minimum thickness of 26 gauge; pre-painted and non-reflective)
- Tile
- Flat Roofs:
  - Modified bitumen system (shall be covered with a non-reflective gravel ballast)
  - TPO system (will not be white)
  - Other: \_\_\_\_\_

What color is the roof? \_\_\_\_\_

**Metal Roofs:**

Who is the metal roof manufacturer? \_\_\_\_\_

What is the full color name? \_\_\_\_\_

Provide the solar reflectance properties:

Solar Reflectivity (SR) \_\_\_\_\_

Solar Reflectance Index (SRI) \_\_\_\_\_

## GENERAL INFORMATION

### REQUIREMENTS DURING CONSTRUCTION:

#### Flashing

Provide roof flashing at all wall and roof intersections, gutters, and where there is a change in the roof slope or direction around roof openings. Flashing shall be a minimum 26 gauge galvanized metal.

#### Attic Ventilation

Provide cross ventilation at all attic and enclosed rafter spaces. The net free ventilation shall be a minimum ratio of 1:150 of the area or space ventilated (e.g. 1 square foot of ventilation for each 150 square feet of attic space). This can be reduced to 1:300 when 40% to 50% of the vents are located not more than 3 feet below the ridge or highest point and the remaining vents are eave or cornice vents.

#### Underlayment Materials for Low Sloped Roofs

For roof slopes between 2:12 and 4:12, two layers of underlayment material shall be applied. A minimum of 19 inch wide strip of underlayment felt shall be applied parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, 36 inch wide sheets of underlayment shall be applied overlapping successive sheets 19 inches, fastened sufficiently to hold in place.

### ADDITIONAL REQUIREMENTS:

- Bond and insurance must be on file at the City and be current. If not, provide [Bonding & Insurance](#)

### INSPECTIONS:

All re-roofs require a final inspection: The final inspection is required after all of the re-roof work is complete. Schedule the inspection by sending a request to <http://www.lakeway-tx.gov/inspections>.

- The following items will be checked from the ground at the final inspection:
  - All exterior metals on roofs, including vents, flashings, spark arrestors, chimney caps, gutters, and any other reflective metals are painted to match the color of the adjacent exterior finish material.
  - Water from roof gutter downspouts is not be diverted to adjoining properties

## CITY CODE EXCERPT

### Sec. 24.02.243 Roofs

- (a) Generally. All structures erected in the city shall be constructed with roofing systems of class A UL (Underwriters Laboratories, Inc.) fire rating. The CBC or code official may require additional inspections on roofing systems, materials, or construction methods to insure compliance with the class A fire rating requirement. All exterior metals on roofs, including vents, flashings, spark arrestors, chimney caps, gutters, and any other reflective metals must be painted to match the color of the adjacent exterior finish material. PVC vents shall also be painted. Water from roof gutter downspouts shall not be diverted to adjoining properties.
- (b) Nonresidential and multifamily structures. All nonresidential structures shall have roofs which have a minimum slope (pitch) of 3:12. Hipped roofs are encouraged. Flat roofs, parapet walls, and facades are prohibited.
- (c) Composition roofs. All composition shingle roofs shall be constructed of 30-year dimensional shingles at a minimum.
- (d) Metal roofs. All metal roofing material shall have a minimum thickness of 26 gauge; however, up to 29 gauge roofing material may be used if applied over a solid roof deck of one-half-inch decking materials. Metal roofs will be pre-painted and nonreflective.
- (e) Flat roofs. Flat roofs that utilize a modified bitumen system shall be covered with a nonreflective gravel ballast. Nonreflective alternative roofing systems that have no visible seams or where the installation of a gravel ballast will void a manufacturer's warranty are exempt from this requirement, provided they are not white.
- (f) Alternative materials. Other roofing systems may be approved by the CBC if they meet the requirements of a class A fire-rated roofing system.
- (g) Re-roofing. These requirements in subsections (b) through (f) above also apply to all roofs that are replaced or re-covered in the city. With prior approval of the CBC, minor repairs or extensions of existing roofs shall be accomplished using like materials.

## **BONDING & INSURANCE**

### **BONDING**

Before a permit for construction of any improvement is issued, the applicant shall submit to the city a permit bond in a form acceptable to the city in the principal sum of ten thousand dollars (\$10,000.00). Such bond shall secure and be used for the payment of any and all damages to persons or property (including the city) which damages arise from, or are caused by, any act or conduct taken or authorized by the permit holder or any permit actor. Among the damages secured by the permit bond and for which the bond amount is payable is the cost to the city to cure or abate any condition deemed or found to be a nuisance pursuant to any city ordinance or other applicable law caused by defective, incomplete or noncompliant construction of any improvement to real property.

Governmental agencies shall not be required to submit a permit bond.

### **INSURANCE**

Before a permit is granted under this article, the applicant shall furnish to the city a certificate of insurance showing a waiver of subrogation in favor of the city and the city as the certificate holder, proving that he has procured public liability and property damage insurance in the following amounts:

- (A) For damages arising out of bodily injury or death of one person in any one accident: \$250,000.00.
- (B) For damages arising out of bodily injury or death of two or more persons in any one accident: \$500,000.00.
- (C) For injury or destruction of property in any one accident: \$250,000.00.

Such insurance shall be kept in full force and effect during the period of time for which a permit shall be issued or until the issuance of a certificate of occupancy or certificate of completion.

Governmental agencies shall not be required to submit proof of insurance.



Building & Development Services  
 1102 Lohmans Crossing, Lakeway, TX 78734  
 Phone: (512) 314-7540 Fax: (512) 314-7541  
[www.lakeway-tx.gov](http://www.lakeway-tx.gov)

## APPLICATION FOR RESIDENTIAL BUILDING PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- |                                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> NEW HOUSE  | <input type="checkbox"/> ADDITION        | <input type="checkbox"/> POOL/SPA     |
| <input type="checkbox"/> DECK/PATIO | <input type="checkbox"/> FENCE           | <input type="checkbox"/> LANDSCAPING  |
| <input type="checkbox"/> RE-ROOF    | <input type="checkbox"/> HVAC CHANGE OUT | <input type="checkbox"/> OTHER: _____ |

<b>ADDRESS OF PROPERTY:</b>		<b>GOLF COURSE LOT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):</b>		<b>VALUE OF PROPOSED WORK:</b>	
<b>PROPERTY OWNER NAME:</b>		<b>TELEPHONE:</b>	<b>E-MAIL:</b>
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>CONTRACTOR:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL:</b>
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>BRIEF DESCRIPTION OF PROPOSED WORK:</b>			

<b>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</b>	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to twelve (12) business days per review.</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p><b>APPLICANT SIGNATURE</b></p>	
<hr style="width: 80%; margin: 0 auto;"/> <p><b>PRINTED NAME</b></p>	<hr style="width: 80%; margin: 0 auto;"/> <p><b>DATE</b></p>

**(FOR CITY USE ONLY)**

<b>PERMIT NUMBER:</b>	
<b>AMOUNT RECEIVED:</b>	
<b>BOND</b>	<b>INSURANCE</b>
<input type="checkbox"/>	<input type="checkbox"/>



Building & Development Services  
 1102 Lohmans Crossing, Lakeway, TX 78734  
 Phone: (512) 314-7540 Fax: (512) 314-7541  
[www.lakeway-tx.gov](http://www.lakeway-tx.gov)

## REEXAMINATION REQUEST

**PROJECT ADDRESS:** \_\_\_\_\_

PRE-ISSUANCE

POST-ISSUANCE

<b>APPLICANT:</b>	<b>TELEPHONE:</b>	<b>E-MAIL</b>	
<b>MAILING ADDRESS:</b>	<b>CITY:</b>	<b>STATE</b>	<b>ZIP CODE</b>

**PLEASE USE THE SPACE BELOW TO FURTHER DESCRIBE THE CONTENT OF YOUR REQUEST:**

---



---



---



---



---



---

<b>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</b>	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to seven (7) business days per review.</p>	
<p>_____</p> <p style="text-align: center;"><b>APPLICANT SIGNATURE</b></p>	
<p>_____</p> <p><b>PRINTED NAME</b></p>	<p>_____</p> <p><b>DATE</b></p>

**(FOR CITY USE ONLY)**

<b>PERMIT NUMBER:</b>
<b>NOTES:</b>