



Roof



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Roof

Important Design Considerations

- A permit is required for roof replacement prior to beginning the work.
- A permit is not required for roof repair. Repair is defined as replacing portions of the roof which represent less than 50% of the total roof area.
- All roof materials and construction methods must meet or exceed the requirements of the International Building Code 2003.



Required for Approval



Contractor Registration

Company Name: _____

Contact Person: _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Office Telephone: _____ Fax: _____

Email: _____

Field Contact Person: _____ Telephone: _____

Texas License Type: _____ Expiration Date: _____

Name on License: _____

License Number: _____

Insurance Underwriter: _____ Expiration Date: _____

Please request your insurance carrier to fax the required insurance certificate to (713) 827-8752. The City of Bunker Hill must be the certificate holder shown on the certificate. A copy of your applicable state license is also required. A permit will not be issued until this information is on file.



Required for Approval



Permit Application

Date: _____

Type of Permit Requested: **Roof**

Job Address: _____

Contractor: _____ Telephone: _____

Type of Project: (Circle One) New Roof Roof Repair

Owner of Property: _____

Contractor Signature



WORKING HOURS

**MONDAY – FRIDAY
7:00 A.M. TO 6:00 P.M.**

**SATURDAY
8:00 A.M. TO 5:00 P.M.**

**SUNDAY
HOLIDAY (NO WORK ALLOWED)**



LAS HORAS DE TRABAJO

LUNES – VIERNES

7:00 A.M. HASTA LAS 6:00 P.M.

SABADO

8:00 A.M. HASTA LAS 5:00 P.M.

DOMINGO

**DIA DE DESCANSO (NO SE PERMITE
TRABAJAR)**



Required Roof Inspections

Fax Inspection Requests 1 day in advance to the City of Bunker Hill using the form provided in this package. All inspections must be performed by City of Bunker Hill inspectors. Third party inspections do not take the place of city inspections.

Roof

- Final – all work must be complete.

INSPECTION REQUEST FORM

City of Bunker Hill Village
FAX 713-827-8752



CONTRACTOR: _____

JOB SITE ADDRESS _____ CONTRACTOR FAX: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

PERMIT# _____ DATE FOR INSPECTION: _____ Time Desired: _____

Please fax this form by 4:00 pm to insure next day inspections.

Building

- _____ Site
- _____ Pier
- _____ Foundation*
- _____ Wind Bracing
- _____ Brick Tie
- _____ Frame Cover
- _____ Polly Seal
- _____ Insulation
- _____ Wall Board
- _____ Final

*Form Survey must be presented and approved before a Foundation Inspection will be scheduled.

- _____ Pressurization
- _____ Shower Pan
- _____ Water Lines/Water Heaters
- _____ Gas Turn On
- _____ Area Drains
- _____ Final

Driveway/Sidewalk

- _____ Approach
- _____ Pre-Pour
- _____ Culvert
- _____ Final

Mechanical

- _____ Cover
- _____ Register/Box Seal
- _____ Change Out
- _____ Final

Fence

- _____ Final

Electrical (Electrician must be present @ inspection)

- _____ Cover
- _____ Temporary Pole Set
- _____ TCI
- _____ Underground
- _____ Swimming Pool
- _____ Final

Pool

- _____ Stake Out
- _____ Steel
- _____ Decking
- _____ Final

Plumbing

- _____ Sewer Disconnect
- _____ Underground
- _____ Cover

Irrigation

- _____ Final

Demolition

- _____ Pre-Demo

Roof _____ Final

Comments: _____

Site Inspection is to confirm the presence of 1) On Site Parking 2) Dumpster 3) Screened Sanitary Facilities 4) Filter Fabric and Runoff Protection 5) Temporary Drainage 6) Tree Protection 7) Permit Posting Station 8) Address Clearly visible from the street.