

Roofing Permit Process Overview

1. Complete General Contractor Credentials and upload required insurance/license documents at <https://web.mygov.us>
2. Complete Roofing Permit application information fields and upload required documents at <https://web.mygov.us>
3. Staff Approval or Denial of request
 - a. If denied, please see the Items Required for the reasons for the denial within permit on MyGov
4. Applicant pays any/all fees for the permit
5. Plan review, with comments issued as needed. Resubmittal of plans may be required
6. Permit will be issued after approval and all fees are paid
7. Inspections are requested by contractors as progress is made towards the final inspection. See [Inspection Procedures](#) for instructions

Roofing Permit Checklist Items

Applicant Provided	Item
<input type="checkbox"/>	Completed Roofing Permit application information fields via MyGov
<input type="checkbox"/>	General Contractor Credentials issued in MyGov – Certificate of Liability
<input type="checkbox"/>	Permit Fee (can be paid online via MyGov)
<input type="checkbox"/>	Completed Roofing Permit Checklist and upload with permit request
<input type="checkbox"/>	Project Description Letter
<input type="checkbox"/>	Existing Condition Images Check this box if not residential: <input type="checkbox"/>
<input type="checkbox"/>	Agent Authorization Form signed by Property Owner and Application Agent or Proof of Ownership
<input type="checkbox"/>	Contractor Agreement for General Contractor – See MyGov for applicable requirements
<input type="checkbox"/>	Building Plans Check this box if not commercial: <input type="checkbox"/>
<input type="checkbox"/>	Material Specification Check this box if not commercial: <input type="checkbox"/>