



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 2009.



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



Information You Need to Know

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)**



Information You Need to Know

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)**



Information You Need to Know

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.