

Permit # _____
(Assigned by City of Abilene)



All permits are subject to a 3-7 business day review period.

Please submit this form to:

Community Development
419 N Broadway
Abilene, KS 67410
785-263-2355

kolson@abilenecityhall.com

APPLICATION FOR ROOF PERMIT

All permits are subject to a 3-7 business day review. Work shall not commence until an approved permit has been issued.
Permits will not be approved if any code violations are present on the property.

Project Site Address: _____	District Type: (Check all that apply)
Property Owner: _____	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
	<input type="checkbox"/> Industrial <input type="checkbox"/> Historic District
Permit Fee: \$25.00 <i>Payments are due at the time of application submission and do not guarantee approval. Payments made by credit or debit card are subject to a \$3.95 processing fee. All payments are non-refundable.</i>	
Roof Contractor: _____ Phone: _____	
State Registration Certificate #: _____	
Type of roof: (pitched, flat) _____	
Existing roof materials: _____	
Number of layers of existing covering: _____	
Does the existing roof include wood shingles: _____	
Describe new roof materials: _____	
Describe sheathing material: _____	
All roofing material and installation shall meet or exceed the requirements of the 2018 International Building or International Residential Code. Commercial Buildings may require additional information from the product manufacturer to ensure code compliance.	

I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted building codes. I acknowledge that the city is not responsible for covenants, easements, or right-of-way related to this application.

I acknowledge receipt of the 'Specifications and Inspections' handout and agree to comply with all inspection requirements outlined.

Name Printed: _____

Signature: _____ Date: _____

Builder/Contractor Agent for Contractor Owner Agent for Owner

Applicant Copy

Specifications and Inspections

Roof Permits

All roofing material and installation shall meet or exceed the requirements of the 2018 International Building or International Residential Code. Commercial Buildings may require additional information from the product manufacturer to ensure code compliance.

New residential roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions may occur:

- Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
- Where the existing roof covering is wood or wood shake, slate, clay, cement, or asbestos-cement tile.
- Where the existing roof has two or more applications of any type of roof covering.

Historic District Review Requirement

- If the property is located in the historic district, all projects must undergo review by the Heritage Commission. Many minor projects may qualify for Heritage Commission Administrative Review and can be approved quickly. However, larger projects or those involving significant material changes require approval from the full Heritage Commission board. Permits for properties in the historic district will not be issued until receiving either Heritage Commission Administrative approval or full board approval, as applicable.

Required Inspections:

- **When:** Upon completion of the project.
- **Includes:** Verification that all materials and installation meet code requirements.

City code may be reviewed at www.abileneks.citycode.net or at the Community Development Department.

Schedule Inspections:

Call 785-263-2355 or 785-200-0541

Roof Permit Specifications and Inspections Worksheet

This worksheet outlines the specifications and inspection requirements for obtaining a roof permit. Please review these guidelines carefully to ensure compliance and a smooth inspection process.

1. Permit Specifications

- **Permit Requirement:** A permit is required for most roofing projects, including full roof replacements and major repairs involving structural components. Minor repairs (e.g., shingle replacements) may not require a permit.
- **Materials:** All materials used should meet local code standards. Commonly approved materials include asphalt shingles, metal roofing, and approved tile systems. Please consult with the Building Department for material approval if you plan to use less common materials.
- **Ventilation and Insulation:** Roof ventilation and insulation must meet current energy efficiency and ventilation standards, ensuring proper airflow and insulation for energy savings.
- **Roof Slope and Drainage:** All roofs must have adequate slope and drainage to prevent water pooling. Ensure compliance with code requirements for minimum slope, especially for flat roofs.

2. Installation Requirements

- **Underlayment:** Approved underlayment must be installed according to code, providing an extra layer of protection against water intrusion.
- **Flashing:** Flashing must be installed at all critical areas, including chimneys, roof intersections, skylights, and vents, to ensure a watertight seal.
- **Fastening Standards:** Follow local codes for proper fastening methods and spacing. This is especially crucial in areas prone to high winds.
- **Eave Protection:** In climates prone to ice dams, ensure an ice barrier membrane is installed at eaves to prevent ice buildup and water intrusion.

3. Required Inspections

- **Initial Inspection:** Before beginning work, schedule an inspection of the roof deck and materials if you're doing a full replacement. This ensures that the deck is sound and ready for new roofing.
- **Mid-Project Inspection (if required):** Certain roofing projects may require a mid-project inspection, particularly for extensive structural work or unique materials. Check with the Building Department to confirm if this applies to your project.
- **Final Inspection:** After completing the roofing work, schedule a final inspection. This verifies that all materials and installation methods meet code requirements, including proper flashing, ventilation, and overall installation quality.

4. Additional Considerations

- **Waste Disposal:** Ensure all roofing materials and debris are properly disposed of in compliance with local regulations.
- **Weather Requirements:** Be mindful of weather conditions before starting your project. Most roofing projects should be scheduled in dry weather to ensure proper adhesion and prevent delays.
- **Permit Display:** Make sure your permit is visibly posted at the job site during the entirety of the project.

For any questions regarding specifications, materials, or inspections, please contact the Building Department. Compliance with these guidelines ensures a durable, code-compliant roof that will serve your property for years to come.