CITY OF SAN ANTONIO TEXAS — DEVELOPMENT SERVICES

BuildSA Portal

Re-Roof Permit Application

Date: _____ **Owner Name:** _____

Address: _____ **San Antonio, Texas** _____

Work Details

☐ **Commercial** **Valuation of Project**: $_____

☐ **Residential**

Change in the slope of the roof? ☐ **YES** ☐ **NO**

Change of material to a tile roof? ☐ **YES** ☐ **NO**

***If YES to either question above, please provide an engineer's assessment inspection report (example attached) to clear the framing inspection. A final building inspection will be performed by the City's Inspection Division.**

Additional Information

- Mechanical, electrical, and plumbing permits and inspections will be required for modifications to existing roof penetrations that will be extended above the new roofline. These permits must be secured by licensed trade contractors.
- Exposing the ceiling/attic cavity may require additional insulation to be installed per the International Energy Code if the existing insulation is inadequate.
- A maximum of 2 layers of roofing materials is allowed per the IRC.
- Structural modifications to existing commercial roofs shall be permitted using the Commercial Building Application Guide.

Registration Holder:_____ **City Registration #**:_____

Company Name:_____ **Delegate**:_____

Homeowner Name:_____ **Phone #**:_____

Escrow # (if applicable):_____ **Email:**_____

_____**(Initial) Homeowners Only**: I understand that by initialing here and my signature below, I attest that I own and will own (occupy or rent) this residence for a period of 12 months after the completion of this project per City Code 10-115 (a)(1). I am requesting a homeowner's permit to remodel my home and will be responsible for all inspections as required by the Development Services.

By signing the application as the homeowner/contractor, I certify that I have read and understand the requirements for roof installations. I further certify that the information I have provided is true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not and that compliance with the currently adopted Building Code is required. If a contractor, I understand that the permit belongs to the property owner, and I am an authorized agent. The City of San Antonio is only authorized to enforce City and State zoning and development ordinances and statutes. The City has no authority to enforce covenants and deed restrictions. See IB 234 for additional information.

Applicant Signature:_____

(Engineer's or Engineering Company's Letterhead)

(Date)

(Client Name)
(Client Firm Name)

(Client Address)
(Client Address)

Project: (Project Name)
(Project Address)

San Antonio, Texas 782 ___

Property Legal Description: (Legal Description from Bexar Appraisal District Account, Property Survey, Deed, etc.)

City of San Antonio Building Permit #: _____

Dear (Client):

(Choose one or both)

☐ The new roof framing associated with the change in pitch of the roof

☐ The adequacy of the roof structural elements to support the change in heavier roof material to tile, at the above referenced address, was inspected for by our office. Qualified individuals from this office visited the site to check the construction. In our opinion, based on our experience, knowledge, information and belief, the structural elements that we observed are in general conformance with the **current International Residential Code** for residential sites or the current **International Building Code** for Commercial Sites.

These services do not constitute compliance with Section 1704, "Special Inspections", of the currently adopted International Building Code.

As denoted by the engineering seal on the construction documents and on this letter, we believe that we have fulfilled our obligations as an engineer under the Texas Engineering Practice Act pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering.

If you have any questions, please call.

Respectfully,

****ENGINEER'S SEAL****

Engineer Signature

(Engineer Typed Name)