



## Re-Roof Permit Application

All work must conform to current Building Codes and City Ordinances.  
 Separate permits are required for mechanical, electrical, and plumbing work.  
 For Frequently Asked Questions about Residential Re-Roofs, click [HERE](#)

### Property Information:

Date: \_\_\_\_\_ Address: \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_  
 Property Owner Address (if different from above): \_\_\_\_\_  
 Value of Work: \_\_\_\_\_

### Details:

The following list will help coordinate permitting fees for roofing construction with the City.

**Commercial** \$ Project Valuation+3% Technological Fee+3% Development Services Fee (Calculated per building- [Fee Estimator](#))

**Residential** \$ 26.50 (includes 3% Technolgy+3% Development Services Fee)

- **Please Note:** A maximum of 2 layers of roofing materials are allowed per IRC.
- Will an existing photovoltaic system be removed and replaced?  Yes  No

If "Yes", please provide the electrical permit number: \_\_\_\_\_

Change in the slope of the roof  Yes  No

If "yes", 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. Report can be submitted to: [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov).

Change of material to a tile roof  Yes  No

If "yes", 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. Report can be submitted to: [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov).

### Notes:

1. 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
2. Exposing the ceiling/attic cavity may require additional insulation to be installed per the International Energy Code if the existing insulation is inadequate.

\*\*\*Note: Structural modifications to existing commercial roofs shall be permitted using the [Commercial Building Application](#).

Contractor/Homeowner: \_\_\_\_\_ Contractor ID #: \_\_\_\_\_  
 Registration Holder: \_\_\_\_\_ City Registration #: \_\_\_\_\_  
 Authorized Agent Name: \_\_\_\_\_ COSA ID #: \_\_\_\_\_  
 Escrow:  Yes  No Other ID # on permit: \_\_\_\_\_  
 Email: \_\_\_\_\_

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 current 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 [Information Bulletin 234](#) for additional information.

Signature of Applicant: \_\_\_\_\_

## (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 A/P Number: \_\_\_\_\_

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 is in general conformance with the current **International Residential Code** for residential sites or the **International Building Code** for Commercial Sites.

These services do not constitute compliance with Section 1704, "Special Inspections", of the 2015 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 Signature

(Engineer Typed Name)

