



ROOFING Permit Application

PERMIT #

THIS SECTION FOR STAFF USE ONLY

CITY OF WOODWAY
 Community Services Dept.
 924 Estates Drive
 Woodway, Texas 76712
 phone: (254) 772-4050
 fax: (254) 399-6518
permits@woodwaymail.org

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? <input type="checkbox"/> Y <input type="checkbox"/> N (explain)	
NOTE: _____	
<u>1st REVIEW</u>	<u>2nd REVIEW (if needed)</u>
DATE: _____	DATE: _____
BY: _____	BY: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
NOTE: _____	

PERMIT FEES	
TOTAL FEE: \$ _____	
<input type="checkbox"/> CASH	<input type="checkbox"/> CK _____
<input type="checkbox"/> CC _____	
DATE PD: _____	RCPT: _____

OWNER/TENANT INFORMATION	PROJECT ADDRESS: _____
	PROPERTY OWNER: _____
	MAILING ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ EMAIL: _____
CONTRACTOR INFORMATION	COMPANY: _____ CONTACT: _____
	ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ FAX: _____
	EMAIL: _____

PROJECT INFORMATION

RESIDENTIAL COMMERCIAL INDUSTRIAL

- REROOF (remove existing roof cover and/or deck)
- RECOVER - present number of roofs in place: _____ (No more than 2 roof coverings on structure)
- REPAIR - Square foot of repair: _____

ROOF COVER MATERIALS REMOVED/INSTALLED

OLD ROOF: _____ NEW ROOF: _____

TOTAL SQUARES : _____

ESTIMATED COST OF INSTALLATION: \$ _____

IMPORTANT INFORMATION REGARDING YOUR PERMIT/APPLICATION

- ◆ ONE (1) company sign may be posted at the job site while work is in progress, and must be removed upon completion.
- ◆ Attics shall be vented with not less than 1 square foot of vent for each 150 square feet of attic, unless the attic is vented from both the lower & upper area; then 1 square foot of vent is required for each 300 square feet.
- ◆ Recovering of cedar shake shingles is not permitted. They must be removed.
- ◆ Allow three (3) - five (5) business days for your application to be processed.
- ◆ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ◆ Upon approval and payment, permit is valid until expiration date determined by the Building Official or other Inspections Department representative.

APPLICANT SIGNATURE: _____ DATE: _____

REVIEW NOTES (FOR STAFF USE)
