



One Troyan Drive Meadows Place, Texas 77477
Permit Department 281- 983-2932 (9am-4pm M-F)
Fax Number 281- 983-2940
Email: permits@cityofmeadowsplace.org

Roofing Permit Application

PERMIT NO. _____

PROJECT ADDRESS: _____

HOMEOWNER: _____

PHONE #: _____

CONTRACTOR: _____

PHONE #: _____

CONTACT PERSON: _____

EMAIL: _____

CONTRACTOR ADDRESS: _____	_____	_____
Street	City/State	Zip

DESCRIPTION OF WORK: _____

SHINGLE MANUFACTURER: _____

COLOR: _____

VALUATION OF THIS JOB: \$ _____

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

PRINTED NAME

DATE



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Addendum to Roofing Permit Application

As a part of the application for a roofing permit, the applicant shall submit a written statement signed by the owner and/or the person having the legal right to occupy the premises where the roofing materials are to be installed.

In the event that the applicant is unable to obtain the owner's or legal occupant's statement at the time of filing the permit application by reason of the owner's or occupant's absence from the property or other circumstance making it impossible for the applicant to obtain the statement in a timely manner, and if, in the sound judgment of the Building Official or his or her designee, a delay in the issuance of a permit and subsequent replacement or repair of the subject roof might result in damage to the property or other irreparable harm or injury to the owner or legal occupant, then the applicant may execute an affidavit of inability to obtain the necessary statement and of intent to obtain and submit the same within a period of seven days. Upon the filing of the affidavit together with an otherwise complete application and upon determining that the applicant would otherwise be entitled to the issuance of a permit, the city shall issue a provisional permit which shall be valid for a period of seven days from the date of issuance.

The holder of a provisional permit shall obtain and submit the required owner's/occupant's statement within the seven-day period. If the statement is not filed with the city within the time specified, the provisional permit shall lapse; and any roofing materials installed as of that date pursuant to the provisional permit shall be deemed to have been installed without a permit. The installation shall constitute a violation of this code, and the city and its officers and agents shall enforce the terms and provisions of this section as hereinafter specified for unpermitted installations of roofing materials.

DATE: _____

SIGNATURE OF CONTRACTOR

PRINTED NAME

Statement of Home Owner/Legal Occupant

By signature hereof, the undersigned agrees to permit the Building Official of the City of Meadows Place and/or his or her designee to enter upon the property which is the subject of a roofing permit application made to the city for work to be performed at _____ (street address), at any time, without further consent or permission by me, for the purpose of performing such on-site inspections of the roofing materials and any partial or complete roofing installation as may be deemed necessary by employees of the City of Meadows Place to ensure compliance with all applicable provisions of the code of ordinances of the City of Meadows Place. The undersigned states that he or she is the owner and/or person having the legal right to occupy the premises made the subject of the application.

DATE: _____

SIGNATURE OF OWNER/LEGAL OCCUPANT

PRINTED NAME