



City of Tuttle

301 W. Main Street
PO Box 10
Tuttle, OK 73089
(405) 381-2335 Office (405) 381-3852 Fax

Application for Roofing Permit

Approved:

Denied:

For Inspections or building questions call 381-3872 Monday-Friday, 8:00 a.m.-5:00 p.m.

* Inspections must be requested 48 hours in advance!

Application Date: _____

Is Owner Applicant: Yes No

Type of Application:

Residential: Commercial: Industrial: Agricultural: Other: _____

Owner Information:

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

If Builder/Contractor is not the **Owner** Please list:

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Property Information:

Street Address: _____

Estimated Value/Cost:\$ _____

**Additional Contractor Information: * Must be licensed through the City of Tuttle
(If Applicable if not please write N/A on the line)**

Electrical: _____
Name Phone No.

Plumbing: _____
Name Phone No.

Mechanical: _____
Name Phone No.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant

Signature of Building Inspector

Date of Approval/Denial

Explanation if Denied: _____

City of Tuttle

Community Development

Roofing Guidelines

Permit Requirements:

- 1) Any person hired to perform work must have the required City of Tuttle contractor registration to do work in the city limits and they must obtain the required roof permit before beginning work.
- 2) Provide a complete permit application. Indicate the roofing material, number of squares of roofing to be installed, number of layers on the existing roof or if you are removing the roof covering to the roof deck and any other required information.
- 3) The valuation must include the total labor and material for tear-off and installation of the new roof.

General Requirements:

- 1) All roofing materials and coverings are required to be installed in accordance with 2009 International Residential Code, or the manufacturer's installation specifications, the most restrictive requirements shall apply if conflicted.
- 2) Head wall and sidewall flashing, roof jacks and storm collars are required to be replaced if missing, damaged or rusted.
- 3) Cracked or damaged vent flues and terminations are required to be replaced and or repaired by a registered mechanical contractor.
- 4) All Mechanical, Electrical, Plumbing and Gas disconnects and reconnects are Required to be completed by licensed and registered contractors and the proper permits and inspections are required to be completed.
- 5) Adequate ventilation of the attic space is required.

Inspection Requirements:

- 1) A decking and final roof inspection is required.
- 2) The roofing contractor is required to provide a ladder that is in compliance with OSHA standards and secured to the roof for all roof inspections.
- 2) To schedule a roof inspection, call 1-405-381-2335 and request a decking inspection and or final inspection.

**Door to door solicitation will need to go through City Hall located at:
221 W. Main St., Tuttle, Ok.**