

Huntington Countywide  
 Department of Community Development  
 201 N. Jefferson Street, Room 204  
 Huntington, IN 46750  
 Ph: (260) 358-4840 Fax: (260) 355-2313  
 www.huntington.in.us

## ROOF ALTERATION BUILDING PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_  
 DATE ISSUED: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_

*Department Use Only*

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of Construction Activity: \_\_\_\_\_

<b>P R O P E R T Y</b>	<b>O W N E R</b>	Name: _____	
		Mailing Address: _____	
		City/State/Zip Code: _____	Ph: _____

**Individual / Contractor Responsible for Construction Activity:**  
 Building Contractor: \_\_\_\_\_  
Name Address Phone

**Existing Roof Construction:**  Trusses  Rafters    **Existing Roof Pitch:** \_\_\_\_\_ / 12    **Existing Roof Height:** \_\_\_\_\_ (at peak)

**Ice & Water Shield:** Ice & water shield is required to be installed on all primary structure roof alterations and on accessory structure roof alterations if heated. The ice & water shield must be installed from the eaves edge to a point 24" inside the exterior wall line.

**New Roof Construction:**  Trusses (must be engineered)  Rafters (lumber size: \_\_\_\_\_ X \_\_\_\_\_ lumber spacing O.C.: \_\_\_\_\_)

**Advanced Structural Components (lightweight I-joists or lightweight roof trusses):**  Yes (separate form required)  No

**New Roof Pitch:** \_\_\_\_\_ / 12    **New Roof Covering:**  Shingles  Metal  Roll  Other: \_\_\_\_\_

**New Roof Height:** \_\_\_\_\_ (at peak)    **Dormers Being Added:**  Yes  No    **Roof Over:** \_\_\_\_\_ (ex: kitchen, bedroom)

**New Living Space** (roof alteration to create new living space, storage, or rooms):  Yes  No

**Important Inspection Information -** Inspections should be called for at the following stages of construction:  
 1. Framing inspection: Should be called for once the trusses or rafters are installed, but prior to the roof sheathing being installed.  
 2. Final Inspection: Should be called for once all roofing, siding, fascia, and guttering have been installed.

**Est. Cost of Construction:** \$ \_\_\_\_\_    **Est. Date of Completion:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<p><i>I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.</i></p>	<p><i>Department Use Only</i></p> <p><b>Permit Fee</b></p> <p>Permit Fee:            \$ _____</p> <p>Other: _____    \$ _____</p> <p>Total Fees:            \$ _____</p>
<p>_____ Applicant Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p>	

Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
 Department Representative Date

Comments/Conditions: \_\_\_\_\_  
 \_\_\_\_\_

**THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:**

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1. Site plan of the property showing:
  - a. All property lines and dimensions
  - b. All streets, alleys, and other rights-of-ways adjacent to the site
  - c. The location of all recorded easements
  - d. The location of all utility lines (overhead and underground)
  - e. The location of all County Regulated Legal Drains (both open ditches and tiles)
  - f. All parking areas designated for off-street parking
  - g. All existing and proposed structures
  - h. The setbacks of all existing and proposed structures
  - i. The height, width, and depth of proposed structures

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

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1. Roof eaves may only extend a maximum of two feet (2') into any required building setback area.

**IMPORTANT INSPECTION INFORMATION**

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1. Inspections may be scheduled by calling the Department at (260) 358-4840 during normal business hours 8:00 am - 4:30 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, basement walls and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.
5. Payment of any fines/penalties/re-inspection fees must be paid to the Department prior to any other inspections being scheduled. Payment is required by cash or check only. The inspectors do not and can not accept payment of these assessed fees.
6. The following inspections (when required as marked on your yellow inspection card) are due at the following stages of construction:
  - a. Framing: Once the trusses or rafters are installed, but prior to the roof sheathing being installed.
  - b. Final: Once all roofing, siding, fascia, and guttering have been installed.

**THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.**