

# Elbert County

## Over the Counter Permit- Re-Roof

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Electronic documents must be in .pdf format (note file size cannot exceed **150mb.**)

Email digital submission to [buildingdepartment@elbertcounty-co.gov](mailto:buildingdepartment@elbertcounty-co.gov)

File Names: files shall be named using the following convention:

[Project Name] . [Project Type-Document Title] – [Date].pdf

‘Project Name’: Last name of applicant/owner

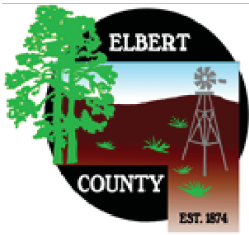
‘Project Type: New res; barn; garage, etc.

‘Document Title’: Architectural; foundation; trusses, etc.

‘Date’: date of your submittal .

Submittal check List and **File Name Examples:**

Completed application packet: **Smith.Reroof.Application-4.1.2022.pdf**



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**\*Please note all inspections on Re-Roofs are done via photos and declaration\***

**PLEASE PRINT CLEARLY**

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description: \_\_\_\_\_

Type of structure (please circle one) Dwelling Unit      Accessory Structure      Other

Contractor is applicant: Y N      Property owner is applicant: Y N

Property owner name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

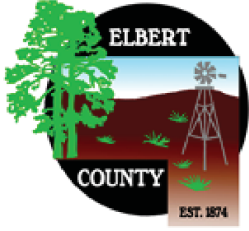
Email: \_\_\_\_\_

**Roofing Material:**

\_\_\_\_\_

**Application must be filled out completely for submittal and must be signed to be valid.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Contractor Disclosure Letter

If you are having a contractor pull the permit and perform the work on your behalf, please fill out and sign below;

I, \_\_\_\_\_ do hereby acknowledge my full awareness of the application being presented to Elbert County by \_\_\_\_\_, for the parcel of land indicated and for noted on the application. I hereby acknowledge the person or company noted herein is my authorized representative in this matter.

Printed Name(s) of property owner(s):

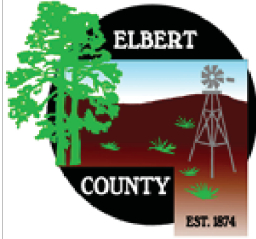
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature(s) of property owner(s)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Homeowner Agreement Form

If you as the homeowner are pulling the permit in your name, please initial the statements below that are applicable for your permit regarding General Contractor and sub-contractors for Electrical, Plumbing & Mechanical.

Owner's Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

- \_\_\_\_ 1. I affirm that, as the homeowner, I will be acting as my own General Contractor. I understand how to manage the project and when to request inspections.
- \_\_\_\_ 2. I affirm that, as the homeowner, I will do all of my own electrical work. I understand the correct way to do electrical work and when to request inspections.
- \_\_\_\_ 3. I affirm that, as the homeowner, I will do all of my own plumbing work. I understand the correct way to do plumbing work and when to request inspections.
- \_\_\_\_ 4. I affirm that, as the homeowner, I will do all of my own mechanical work. I understand the correct way to do mechanical work and when to request inspections.

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Mid/Final Roof Declaration

This roofing declaration has been pre-approved by the Elbert County Building Department for presentation in lieu of an on-site mid-roof and final inspection. Roofs must be installed per Chapter 9 of the 2018 IRC, as amended, and the manufacturer's specifications.

Along with this document you must submit the following photos and a **Roof Warranty Letter**:

**Mid Roof Photos(required on all heated structures):** two photos of each roof surface, showing ice and water shield, and one photo of entire structure for reference

**Final Photos:** One photo of the entire structure with completed roof, along with each surface of the completed roof

I, \_\_\_\_\_ of \_\_\_\_\_ a representative of the applicant for permit number: \_\_\_\_\_ hereby declare that the installation of the roof at \_\_\_\_\_ was completed per the 2018 IRC

and under the following conditions:

- 1.The existing roof system has been torn off to the decking.
- 2.The roof decking was inspected by a representative of this company and found to be in an acceptable condition or have been replaced in accordance with IRC Section 903.1.
- 3.The flashing was inspected by a representative of this company and found to be in an acceptable condition or was replaced in accordance with IRC Section903.2 and R903.2.1
- 4.The roofing material used is in accordance with 2018 IRC.
- 5.The number, type and location of fasteners are in accordance with the manufacturer's instructions for 115 ultimate MPH wind speed.
- 6.Ice and water shield is installed at eaves, 24" inside the heated wall on all heated buildings, building attached to heated buildings and buildings with habitable space. 90lb felt or valley metal is installed in valleys.
- 7.Drip edge was installed at eaves and rakes.

I declare under penalty of perjury that the foregoing is true and correct, and would be my testimony if I were in a court of law.

\_\_\_\_\_ Date \_\_\_\_\_