



CITY OF RAVENNA
 BUILDING DEPARTMENT
 530 NORTH FREEDOM STREET, RAVENNA, OHIO 44266
 PHONE: 330-296-5607 FAX: 330-296-1280

Ordinance
 2020-006

RESIDENTIAL PERMIT 50.50
 COMM. PERMIT 206.00

RE-ROOF PERMIT APPLICATION

JOB ADDRESS _____

PRINT OWNERS NAME _____ PHONE: _____

PRINT APPLICANTS NAME _____

COMPANY NAME _____ PHONE: _____

COMPANY ADDRESS _____

CONTRACT VALUE _____

DESCRIPTION OF WORK _____

GENERAL INFORMATION FOR INSTALLING A ROOF - SEE ATTACHED

TO AVOID DELAYS IN INSPECTION ANSWER ALL QUESTIONS BELOW:

1. Does the roof have 2 or more layers? YES NO If yes, tear off is required
2. Is the existing roof water soaked? YES NO If yes, tear off is required
3. Will this be a complete tear-off? YES NO
4. What type of roof is in place now? ASPHALT WOOD SHANK SLATE OTHER
5. What type of roofing material will be used? ASPHALT WOOD SHANK SLATE OTHER
6. Are eave vents or soffit vents being used? YES NO
7. Fire classification of new roof? A B C

TO DETERMINE ROOF VENTILATION REQUIREMENTS PERFORM THE FOLLOWING CALCULATION (R.C.O. Section

806): If roof and soffit vents are being used, use the following calculation (50% intake and 50% exhaust):

Square footage of the attic area _____ divide by 300 = _____ Square foot of total ventilation required.

If roof and soffit vents are **NOT** being used, use the following calculations (50% intake and 50% exhaust):

Square footage of the attic area _____ divide by 150 = _____ Square foot of total ventilation required.

GENERAL INFORMATION FOR INSTALLING A RESIDENTIAL ROOF (R.C.O. 2019)

1. ICE GUARD PROTECTION IS REQUIRED STARTING FROM THE EDGE OF THE EAVE OR SOFFIT TO A MINIMUM OF 24 INCHES INSIDE THE EXTERIOR WALL LINE OF THE BUILDING.
2. ALL ROOF COVERINGS SHALL BE INSTALLED IN ACCORDANCE TO THE MANUFACTURER'S INSTRUCTIONS.
3. A MINIMUM OF 15 POUND FELT SHALL BE USED BUT 30 POUND MAY BE REQUIRED; FOLLOW MANUFACTURER'S INSTRUCTIONS.
4. BASE AND CAP FLASHING SHALL BE INSTALLED IN ACCORDANCE TO THE MANUFACTURER'S INSTRUCTIONS.
5. COMPLETE TEAR OFF OF OLD ROOF IS REQUIRED IF EXISTING ROOF IS WATER SOAKED OR SHINGLES ARE CURLED OR IF EXISTING ROOF COVERING IS SLATE, WOOD SHANK, CLAY, CEMENT OR ASBESTOS CEMENT TILES. See section 908 of the code.
6. MAXIMUM OF TWO LAYERS OF ROOFING MATERIALS CAN BE INSTALLED, PROVIDED FIRST LAYER IS NOT DAMAGED OR WATER SOAKED AND WITH MANUFACTURER APPROVAL.
7. ALL DAMAGED, WATER SOAKED OR DETERIORATED SHEATHING SHALL BE REPLACED.
8. CALL 24 HOURS IN ADVANCE FOR FINAL INSPECTION.
9. SEE SECTIONS 806 Roof Ventilation of the R.C.O. OR THE CURRENT SECTIONS OF 1501 OF THE O.B.C. AND CHAPTER 9 OF R.C.O. FOR OTHER REQUIREMENTS.

IMPORTANT NOTICE TO HOMEOWNERS: IF YOU OBTAIN THIS PERMIT ON THE BEHALF OF A CONTRACTOR YOU ARE LIABLE FOR ALL WORK INCLUDING ANY VIOLATIONS OR UNCOMPLETED WORK. CONTRACTORS MUST BE CURRENTLY REGISTERED.

SIGNATURE OF:

OWNER/CONTRACTOR

DATE:

PRINT NAME:
