



Department of Building, Zoning and Housing  
26789 Highland Road  
Richmond Heights, Ohio 44143-1429  
216-383-6312 Fax 216-383-6319

## RESIDENTIAL ROOF PERMIT

**ONE, TWO, OR THREE FAMILY AND ACCESSORY STRUCTURES**

ADDRESS OF CONSTRUCTION \_\_\_\_\_ SUBLOT NO. \_\_\_\_\_

CONTRACTORS COMPANY NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

SUBMITTER'S NAME \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

**Applicant must include a signed Ice Guard Agreement with Roof application.**

**TOTAL SQUARE FOOT AREAS AFFECTED BY CONSTRUCTION:** Check appropriate floors:

BASEMENT \_\_\_\_\_

FIRST FLOOR \_\_\_\_\_

SECOND FLOOR \_\_\_\_\_

THIRD FLOOR \_\_\_\_\_

GARAGE \_\_\_\_\_

TOTAL SQUARE FOOT \_\_\_\_\_

TOTAL FEES: \_\_\_\_\_

### **DESCRIPTION OF WORK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **COST OF WORK COVERED BY THIS APPLICATION:\$**

Re-inspection of work done pursuant to a permit or work performed to correct violations: \$100.00 for each Re-inspection. The City shall also be reimbursed by the property owner for the cost of any professional consultant used by the City to inspect work.

#### **LICENSE AGREEMENT**

This application is hereby submitted for a license to erect or alter a structure as described in this application and the accompanying drawings which are a part of this application. The acceptance of this permit herein applied for shall constitute an agreement on the part of the undersigned to abide by all conditions herein contained and to comply with all ordinances of the City, laws of the State and any special requirements rules, regulations and standards of the Department of Building, Zoning and Housing. The General Contractor/Owner is responsible to ensure all subcontractors are currently registered with the City of Richmond Heights.

SIGNATURE OF OWNER OR CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

A. R. B. - PROJECT NUMBER: \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_



## CITY OF RICHMOND HEIGHTS, OHIO ICE GUARD/ICE BARRIER AGREEMENT

I, \_\_\_\_\_, having recently obtained a permit from the Richmond  
(Print Name Here)

Heights Department of Building, Zoning and Housing for the installation of a residential roof for the property located at \_\_\_\_\_

do hereby acknowledge that I understand that ICE GUARD material is required to be installed in the applicable areas of this roof per Section 905.2.7.1 of the Residential Code of Ohio (RCO), and that an **ICE GUARD INSPECTION is required** by the Building Department. Per this Section, the ICE GUARD material, a “self-adhering polymer modified bitumen sheet (specifically manufactured for this purpose) shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24-inches inside the exterior (heated) wall line of the building. (See the attached sketch for a representation of the extent of the coverage required). Where necessary, the ICE GUARD materials shall be overlapped horizontally and vertically according to the manufacturer’s printed instructions. NOTE that the Building Department will also require pictures to be submitted via email, fax or regular mail of ICE GUARD INSTALLATION on *ALL AREAS* of the roof not *PERSONALLY OBSERVED* by the building inspector. **Failure to call for the necessary inspection and to take pictures of all areas of the roof requiring ICE GUARD MATERIALS will result in the REMOVAL of all materials necessary for the inspector to observe the entire installation.** You must call The Building Department at 216-383-6312 to schedule the inspection either the day before the installation or a minimum of 4-hours prior to requiring the inspection.

\_\_\_\_\_  
(Signature of Installer)

\_\_\_\_\_  
(Date)

