



## Roof Replacement Permit Guide

After creating an account on EnerGov Customer Self-Service and/or logging onto your existing account, use the following steps below to apply for a roof replacement permit.

### Step 1: Locations

First step will prompt you to "add location", please click on the "plus" sign to continue. It will bring you to another page where it notes "Address" and "Parcel", please locate the search bar at the bottom of this page. Type in the project address, hit the magnifying glass to confirm your search, and results will show.

**\*\*Please note!\*\*** Less is more for this field; enter the street number and the street name, **not the full address**. **Example:** 1400 Main instead of 1400 Main Street, Southlake TX. Select "add" on the right-hand side of the project address you're applying under to apply this information. After required fields are completed, please click on "next" to proceed to the next step.

### Step 2: Type

This step confirms the permit type- it should automatically fill in the desired permit type, but if the drop menu shows up as blank, click on the downwards arrow on the right-hand side of the drop menu to select desired permit. Please fill in the description with a summary of the scope of work and fill in valuation with the estimated cost of the project.

**\*\*Please note!\*\*** Valuation will not be valid if you include any special characters (such as commas or periods) please fill in this field with the numbers alone. After required fields are completed, please click on "next" to proceed to the next step.

### Step 3: Contacts

The next step will autofill you as the general contractor. If this is incorrect, please click on the "plus" sign under "Add contact" to search for the responsible general contractor and add them. (You can search by Email, name or company name) After required fields are completed, please click on "next" to proceed to the next step.

### Step 4: More Info

The next step is for your information- we are under the 2018 IRC and it will inform you that: **A final inspection is required. The inspector will check the roof from the**

**ground. If the homeowner is available, an attic inspection can be done for vents. Commercial Roofing material must be of the same construction and color as the existing roof or must have Planning Department approval.** After required fields are completed, please click on “next” to proceed to the next step.

#### Step 5: Attachments

If applicable, please attach plans as needed. (Attach by selecting the "plus" sign and searching for desired file)

#### Step 6: Review and Submit

Review information to verify it is accurate and hit “submit”. (Button is on the top right-hand corner, and bottom right-hand corner)

Once the permit has been submitted, the submittal will be processed and once it's ready to be issued, the fee will be invoiced and available to be paid from your online account on [EnerGov Customer Self-Service](#). After the fee is paid, the permit will be issued, and work may begin.