



City of Southlake

Roof Replacement - What You Need to Know

The International Residential Code requires a building permit for roof replacement. Contractors performing such work must register with the City which involves the submittal of a registration form and payment of the \$100.00 registration fee. The building permit application must be submitted online. The permit fee is \$100.00. Once processed, the contractor can print a permit card to be posted at the project site in plain view so it can be seen from the road.

Upon completion of the work, the contractor shall request a final inspection in the online portal. There are two ways to request inspection, either with photos or in person. The contractor must specify which inspection type.

If photos are chosen below is the list needed:

- Photo of house showing the address
- Overall, outside of roof from ground level all elevations
- Vent terminations from outside.
- Type b vents from inside of attic at appliances
- Type b vent clearances at roof in attic

If an in-person inspection is chosen the building inspector will check the roof from the ground for compliance and either approve or disapprove the work performed. The inspector will check the attic areas for appliance vents that may have been dislodged or altered during construction. This courtesy inspection requires that the homeowner/occupant is present to allow access for the inspector and as such, the contractor is responsible to coordinate specific times to make this feasible.

When choosing a contractor, homeowners should check references as well as the Better Business Bureau (BBB) to help in their decision. Carefully examine work history for roofers that are out of the area and especially if out of state. Most importantly, be suspicious of contractors who demand payment up front as part of the transaction. Doing your homework before signing a contract can eliminate the grief that comes from being a victim of fraud.

BUILDING INSPECTIONS
1400 Main St., Ste. 250 – Southlake, Texas 76092
(817) 748-8237 or 8236