

How do I...replace an asphalt shingle roof?

Information needed for HDC review (only)

Note: BSEED requirements are not included below

1. Provide a picture of the house and garage (if garage will receive new shingles).
Photos here are for illustrative purposes only; photos must be 4x6 or larger



- ❖ If the project includes a flat roof, include a picture of that area as well.



2. Provide information within all the highlighted portions of the building permit application.

BUILDING PERMIT APPLICATION
CITY OF DETROIT
BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT
2 WOODWARD AVENUE, ROOM 409, DETROIT, MICHIGAN 48226

Expedited Plan Review Requested (subject to additional fees) **Date:** _____

Property Information

Address: _____ Floor: _____ Sublot: _____ Stories: _____
 Apt. _____ Unit: _____ Subdivision: _____
 Parcel ID(s): _____ Total Area: _____ Lot Width: _____ Lot Depth: _____
 Current Use of Property: _____ Proposed Use of Property: _____
 Are there any existing buildings or structures on this parcel? Yes No

Project Information

Permit Type: _____
 New Alteration Addition Demolition Correct Violations Foundation Only Temporary Use
 Change of Use Other: _____ (Single permit has been issued and is active)
 Reversion to Original Permit # _____
 Description of Work: (describe in detail proposed work and use of property, attach work list)

Included Improvements (Check all applicable, these trade areas require separate permit applications):
 HVAC/Mechanical Electrical Plumbing Fire Sprinkler System Fire Alarm

Structure Type
 New Building Existing Structure Tenant Space Garage/Accessory Building Other _____ cubic feet
 Size of Structure to be Demolished (LxWxH): _____ cubic feet
 Construction involves changes to the floor plan? (e.g. interior demolition or constructing new walls) Yes No
 Use Group: _____ Type of Construction (see Lumen 484 Building Code Table 601)

Estimated Cost of Construction \$ _____ \$ _____

Structure Use
 Residential-Number of Units: _____ Office-Gross Floor Area: _____ Industrial-Gross Floor Area: _____
 Commercial-Gross Floor Area: _____ Institutional-Gross Floor Area: _____ Other-Gross Floor Area: _____
 Proposed no. of employees: _____ List materials to be stored in the building: _____
PLUMB PERMITS: All submitted as separate sheets and shall show all connections and measurements. Sheet to be correct and in detail. SMILE ALL events shutoff list, indicate head of list, show all buildings, existing and proposed distances to lot lines. (Building Department/Department of Public Works)

BUILDING PERMIT APPLICATION
CITY OF DETROIT BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT Page 1

Identification (All Fields Required)

Property Owner / Homeowner Property Owner / Homeowner is Permit Applicant

Name: _____ Company Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Mobile: _____ Email: _____
 Driver's License #: _____

Contractor Contractor is Permit Applicant

Representative Name: _____ Company Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Mobile: _____ Email: _____
 City of Detroit License #: _____

Tenant or Business Occupant Tenant is Permit Applicant

Name: _____ Phone: _____ Email: _____

Architect/Engineer/Consultant Architect/Engineer/Consultant is Permit Applicant

Name: _____ State Registration #: _____ Expiration Date: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Mobile: _____ Email: _____

Homeowner Affidavit (Only required for residential permits obtained by homeowner.)
 I hereby certify that I am the legal owner and occupant of the subject property and the work described on this permit application shall be completed by me. I am familiar with the applicable codes and requirements of the City of Detroit and take full responsibility for all code compliance, fees and inspections related to the installation/work herein described. I shall neither hire nor subcontract to any other person, firm or corporation any portion of the work covered by this building permit.
 Print Name: _____ Signature: _____ Date: _____

Submitted and sworn to before me this _____ day of _____, 20____ A.B. _____ County, Michigan

3. Provide written scope of work:
 - What is being removed/torn-off
 - List the shingle manufacturer, line and specific color to be installed – HDC staff has the authority to approve the following shingle colors: black, brown and gray (there are a range of browns and grays from which to choose). Staff doesn't have the authority to approve colored shingles: green, blue, red or white.
 - List any and all other related work to be completed, such as:
 - If there's a dormer (as shown in above photograph), will repair work be completed on the siding?
 - Are gutters and downspouts being replaced/installed? If so, list type/style of gutter & downspout, material and color
 - Will the soffit/fascia be repaired or replaced? If so, how?
4. Provide color sample of new asphalt shingle

