

## Residential Roofs

### General Information

As a measure to ensure the safety of a home, the City of Lewisville requires a building permit on all re-roofing projects.

All contractors who perform this type of work shall be registered with the City and a building permit shall be applied for and issued prior to the start of work.

### Fees

A permit fee is required.

### Inspections

The final inspection will consist of the following:

#### Interior Attic Inspection

- Verify the vent piping penetrates through the roof, there are proper clearance from all appliance vents and the appliance vents are connected.

#### Exterior Inspection

- Verify the roofing project is complete.
- Verify the installation is compliant with the most currently adopted codes and ordinances.
- Verify all construction debris is removed from the site.

The homeowner may choose to **waive the interior inspection** by completing the following information on page 2. This document shall be submitted, via email or fax, to the Permitting & Inspection Division prior to requesting for final inspection.

## **Online Contractor Registration, Application and Inspections**

Effective October 1, 2019, the City of Lewisville's NEW online permitting & inspections system can be found at [www.mygovernmentonline.org](http://www.mygovernmentonline.org).

You must create an account in order to register as a contractor, apply for permits or request inspections.

### **To create an account...**

Click CREATE ACCOUNT in the upper right corner of the home page, fill out all required fields, then click CREATE ACCOUNT.

### **To register as a contractor...**

Hover your cursor over PERMITS & LICENSING in the upper left corner of the home page, then click APPLY ONLINE. While filling out the application, select PERMIT when asked which "Project Type" you're applying for. Select CONTRACTOR REGISTRATION when asked which "Application Type" you're applying for. Fill out all required fields and submit your completed application for review.

### **To apply for a permit...**

Hover your cursor over PERMITS & LICENSING in the upper left corner of the home page, then click APPLY ONLINE. While filling out the application, select PERMIT when asked which "Project Type" you're applying for. Select ROOF - RESIDENTIAL when asked which "Application Type" you're applying for. Fill out all required fields and submit your completed application for review.

### **To request an inspection...**

You must first search for and locate the permit for which you would like to request an inspection. Hover your cursor over PERMITS & LICENSING in the upper left corner of the home page, then click SEARCH PERMITS. Once you locate your permit, click the REQUEST INSPECTION button on the right side of the permit listing. Fill out all required fields, then click ADD.

Contact our Customer Support Line at 866-957-3764, extension #1, for assistance with online accounts, applications and inspections.



**Waiver Request**

I, \_\_\_\_\_ certify that upon completion of the roofing project at the below  
(Homeowner Name)

noted address, the roofing contractor \_\_\_\_\_ has inspected and  
(Contractor Name)

verified that all interior requirements have been satisfied.

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me  
\_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_.

Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to this instrument, and acknowledged that he (she/they) executed it.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's Name (Print)

My commission expires: \_\_\_\_\_

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF LEWISVILLE makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the hand out. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF LEWISVILLE adopted codes and Zoning Ordinances can be found on the city website at <http://www.cityoflewisville.com> or at the CITY OF LEWISVILLE [151 W. Church Street, Lewisville, Texas 75057](#)