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## Roof Requirements

### 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. Contractors shall register and obtain their building permit for the roof permit through our [online application](#) portal. Once the work is complete, the contractor shall request a final inspection through our [online inspection request](#) portal.

### 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.

### Fees and Applications

A permit fee is required, and an [online application](#) must be completed and submitted to Building Inspections. Building Inspections can be contacted at (972) 219-3470 for additional information. Completed waiver request may be emailed to [[permitting@cityoflewisville.com](mailto:permitting@cityoflewisville.com)].



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 handout. 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