

# Roof Permit Instructions

## ITEMS REQUIRED TO BE SUBMITTED

### MISCELLANEOUS SIMPLE PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3664/Miscellaneous-Simple-Permit-Application>

*FEES - Application fees must be paid when an application is submitted to the City.*

**The City cannot accept an application that does not have all the required submittal items listed above.**

## PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Permits will only be release to a contractor registered with the City of Anna.

**PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.**

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## IMPORTANT ROOF PERMIT REQUIREMENTS

- All work involving new roofs and re-roofing work must be permitted unless the repair is 3 squares or less.
- Homeowners that homestead residential property may do the work themselves only if the Appraisal District indicates a homestead exemption. All other roofing permits can only be issued to a registered general contractor.
- The permit application must describe all work that is to be done. If decking or rafters are being replaced, you must state so in the permit application. If you discover that decking or rafters are damaged after removing the old roof, and you are making the repairs, you must contact us to modify the permit.
- Tear off and new underlayment are required.
- Be aware that the Roofing Contractor is responsible for connecting all gas vents and plumbing vents back together after work is complete.

*This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing in the City of Anna.*