



Permit Number

APPLICATION

ROOF CONSTRUCTION

Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. Applications are processed within ten business days. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Contractor registered with City of Kennedale – check status by emailing permits@cityofkennedale.com
- If replacing/repairing/adding more than the roof covering (maximum two layers of roofing per building code, must include plans and roof details
- Completed, signed, **legible** application form

Applicant Information *(Serves as primary contact for this permit)*

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

Property Owner Information

Owner Name: _____

Owner Phone: _____ Owner Email: _____

Project Information

Property Address: _____

Roofing Material: _____ Square footage: _____ Scope of Work: _____

Will existing roofing be covered? Yes No _____

Will any existing decking be replaced? Yes No _____

Will any above-deck insulation be exposed? Yes No _____

Contractor Information

Contractor Name: _____

Contractor Company: _____

Contractor Phone: _____ Contractor Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.

Signature of Applicant: _____ Date: _____

Please submit to permits@cityofkennedale.com with supporting documents if applicable.

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractor(s) registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	
Planning and Zoning Review		
Property zoning: _____		
Proposed structure meets setback requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed structure meets material requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed structure meets spatial requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	