



City of Highland
Building and Zoning

Application for Roofing Permit

Application Date: _____ Permit Number: _____
Permit Fee: \$50.00 Residential or \$200.00 Commercial Check/Cash/CC: _____
Applicant: Owner/Contractor (Circle One)

Property Location

Street Address: _____
Job Value: _____ Estimate Start Date: _____

Property Owner Information

Name: _____
Business Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

Contractor Information

General Contractor: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Roofing Company: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Roofing License: _____
Job Site Contact: _____ Phone: _____



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Pitch: _____ Venting Type: _____
Felt Material: _____ Shingles: _____

Primary Structure: _____

Garage: _____ (If it is a conditioned space, then ice and water is required.)

Metal Roof, Mod Bit or EPDM/TPO Rubber Roof: _____ (If it is not a shingle roof, then all material specifications are required with the roofing permit application.)

The City of Highland has adopted the 2012 International Building and Residential Codes. Any roof construction, repair, or replacement must be brought up to code. In regard to roof covering and assemblies, the City of Highland requires ice and water shield that shall be used in lieu of normal underlayment and extend from the lowest edge of all roof surfaces to a point at least twenty four (24) inches inside the exterior wall line of the building per Section R905.2.7.1. Exception to this is a detached accessory structure that contains no conditioned floor area. All roofs are also required to have ice and water shield in the valleys, drip edge molding, gutters, and downspouts. Storm water shall not be discharged in a manner as to create a public nuisance.

Required with permit application: Roofing contractors are required to have an up to date roofing license and certificate of insurance on file with the Building and Zoning Department prior to the permit being issued.

Composite shingle roof inspection only: After sheeting paper (felt underlayment – run horizontally), flashing, and drip edge (ice and water) are in place prior to shingling. Proper venting is required. Please call the Building and Zoning office at 618-654-9891 at least twenty four (24) hours prior to requested inspection time.

- Venting
- Felt
- Ice and Water
- Drip Edge



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Building Permit Fine Schedule

\$50.00 Fine**

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

\$50.00 Fine for each item

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 Fine for each item

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

** Does not apply to re-inspections of corrected work.

***Applies to all Inspections.

After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00*

*Subject to change

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____