



Roofing Permit
Rules and Regulations
Community Development Department

City of Shenandoah
29955 I-45 North
Shenandoah, Texas 77381
281-298-5522
www.shenandoahtx.us

The following information is provided to assist you with procedures and requirements for submitting a permit request. If you have any questions after reading this information, please contact our Customer Service Representatives at 281-298-5522.

All plans must be designed per the 2018 International Codes, 2020 National Electrical Code, and 2018 IECC, with local amendments.

Commercial general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence along with workers' compensation coverage; the City of Shenandoah is required to be a Certificate Holder. Commercial subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

Residential general contractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrence; the City of Shenandoah is required to be a Certificate Holder. Residential subcontractors shall provide general liability insurance in the amount of 1,000,000.00 per occurrences unless Texas state law requires a lesser amount in which case the City will accept the lesser amount; the City of Shenandoah is required to be a Certificate Holder.

The City of Shenandoah will no longer accept payment via credit card for fees and fines assessed to building projects. The City of Shenandoah's current fee schedule is posted for review on the City of Shenandoah website, www.shenandoahtx.us. The City of Shenandoah strictly adheres to the collection of current fees and fines.

Construction hours are Monday thru Sunday 7 A.M. to 10 P.M.

All signs are permitted separately including construction, temporary, and permanent sign.

General Information

- Must submit cut sheet showing the colors of the shingles and the wind load.
- Projects must not be started until the permit has been paid for and posted on the job site.

Requirements

- Roof shingles must be installed to meet the 110 MPH/3 second wind gust load, using a **six nail pattern** as per the manufacturer and International Residential Code. *(Please be advised that failure to use the six nail pattern will require a representative from the company to meet the inspector and lift the tabs for a follow up inspection.)*
- All shingles must have an ASTM 3161 listing and Class F or G rating.
- Choice of color is limited to earth tones.
- Installing roof decking requires a nail pattern based on the International Residential Code Table R602.3(1) and note g. *(Typical nail pattern is six-inch on centers on the edge and twelve-inch centers in the field, 8d deformed as required in “note g” in the table.)*

Required Inspections

- Replacement of roof deck requires an inspection before felt. Please call the inspection line the day before you require an inspection and give the approximate time you will be ready. We will make every effort to make a timely inspection on the deck.
- Once you have laid the felt, or other approved material, schedule for a shingle inspection. **Remember to use the six nail pattern as shown on each bundle of shingles or by the manufacturer.** Please call the inspection line the day before you require an inspection and give the approximate time you will be ready. The inspector will make every effort to be on site within an hour of your scheduled request. **Do not wait, continue laying shingle.** The inspector will determine how many more inspections will be necessary depending on the progress and return the same day within the 8:30 to 5:00 PM working hours. Should you complete the job after our working hours, it will be necessary to have a representative of the company available with a ladder the next working day and lift the tabs to confirm the six nail pattern was complied with (please schedule).

It is the responsibility of the owner/contractor to comply with all adopted codes by the City of Shenandoah. Additional information may be required to ensure code compliance. Any oversight on the part of the city during plan review or inspection does not relieve the owner/contractor from complying with all applicable codes and standards.

City approved plans must be on-site for each inspection.

I have read the information as stated above.

Company Name

Date

Printed Name

Signature

Email Address

Contact Number