

PATRICIA A. ODETTE, Mayor
JAN SIKES, Mayor Pro-Tem
ROBERT TOTH, Council Member
DON BELCHER, Council Member
DARREL PENIX, Council Member
PRESTON ABADIE, Council Member
J.C. MOCZYDLOWSKY, Council Member



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BUILDING DEPARTMENT ROOF PERMIT POLICY

AS THE PERMIT HOLDER, YOU ARE RESPONSIBLE TO ASSURE ICE GUARD PHOTOGRAPHS ARE SUBMITTED TO THE BUILDING DEPARTMENT BEFORE A FINAL INSPECTION WILL BE SCHEDULED. PHOTOS CAN BE EMAILED TO WOODHAVENBUILDING@GMAIL.COM

- Photos must be submitted within 6 months of the roof permit being issued
- If no ice guard photos are received, the homeowner will be notified that the work has not been inspected
- If the permit expires without inspections, you will be charged the **ENTIRE** permit fee again to re-instate the permit and someone from your company will have to meet the inspector on site to open a section of the roof for inspection

I, _____, have read and understood the above information and still wish to obtain the required building permit.

(Signature)

(Date)

(Property Address)

(Company, If Applicable)