

## ROOFING CONTRACTOR INFORMATION

Please be advised of the following:

- All roofing contractors performing roofing or re-roofing services are required to be registered as contractors with the City of Lubbock Building Inspection Department. A list of currently-registered roofing contractors is maintained on the Department web page at <http://www.mylubbock.us/departamental-websites/departments/building-inspection/home>. *This list is only intended to show what roofing contractors are registered with the City, and is maintained for convenience of the public. It does not purport to recommend any particular contractor, nor is it any kind of indication of the quality of work performed, or as any kind of record of business practices, good or bad.* The report is updated periodically. If you know you are registered, but your company name is not listed, you should contact the Building Inspection Department immediately at (806) 775-2087 so that your company name is added on the next update.
- In order to be registered with the City of Lubbock, you must provide the City with proof of \$100,000 general liability insurance coverage by way of a certificate of coverage, showing the City of Lubbock as a certificate holder, or a \$20,000 compliance bond on our bond form (available as a download on our main web page). A contractor registration application form, also available as a download, must be filled out and submitted as well, along with the requisite fees, shown on the form. Permits can then be obtained.
- All re-roofing projects not classified as “maintenance” (“maintenance “-generally less than 50% replacement) require that a permit first be obtained. This would mean before the tear-off of the old roofing material begins. Permit fees are currently \$30.00 per building, unless the work commences prior to obtaining the permit, in which case the permit fee is \$100.00. The permit should be posted where visible from the street. Failure to obtain permit will subject you to a citation for a Class “B” misdemeanor as well the increased permit fees.
- A final inspection must be obtained by calling the City at 775-3159 or 3174. Inspections are generally done next-day.
- In the City of Lubbock, ***it is unlawful to overlay an existing shingled roof with new shingles.*** The entire existing system must first be removed before application of the new system.
- ***Exercise caution with regard to gas vents and chimneys serving fuel-fired or other fuel-burning appliances.*** Inadvertent disconnection or dislodging of sections of these vents or chimneys through roofing activities could result in asphyxiation of the occupants or a fire within the building. Also, there is a minimum requirement for clearances to combustible materials (i.e. framing and combustible roof decking) that must be maintained to alleviate possibility of a fire hazard.
- Maintain control of all loose material and trash. Dispose of trash and debris properly.