



## TOWN OF HEBRON ~ BUILDING DEPARTMENT

### ROOFING PERMIT GUIDE

#### Application Requirements

1. Legal description of the property or parcel
2. Scale drawings, blueprints with elevation view showing all dimensions
3. Registered Town of Hebron contractor and subcontractors for current year
4. Completed permit application form from this office

#### Town of Hebron Building Code and Zoning requirements

1. Contractor must be registered with the Town of Hebron for the current year
2. Ice and Water shield required from eaves edge to 24" inch inside exterior walls
3. Asphalt - 3 Tab, Architectural
4. Metal Roofing
5. Onduvilla

#### General Guidelines:

***Although each roof must be evaluated individually, general guidelines can help make an informed decision whether to replace or recover an existing asphalt shingle roof.***

1. If a roof has only one layer of shingles that lay flat and the decking is in good condition, a tear-off may not be needed. Not only will the existing layer provide a secondary back-up roof for the new shingles, but it will also save the cost and inconvenience of removing and disposing/recycling the old shingles.

#### ***The existing shingles will probably have to be removed if:***

1. An inspection of the roof deck reveals rotted or warped wood or large gaps between the deck boards. Any rotten or damaged boards must be replaced before applying new shingles.
2. There are more than two layers of existing shingles on the roof.
3. The roof structure shows signs of sagging across the ridge or truss lines. If the roof does not look straight and feel solid, have the structure inspected.
4. The condition of the existing shingles is so uneven and distorted that it would not be practical to flatten all raised areas enough for the new roof to lay flat.

#### Building Department Inspections Required – Call (219)-996-4641

1. Inspection after shingle tear off, correct any structural damage, if any. When structural damage is repaired. Call, or if after 11:30am, send pictures to [hebronbuilding@hebronindiana.org](mailto:hebronbuilding@hebronindiana.org)
2. Inspection after ice shield is installed. Call, or if after 11:30am, send pictures to [hebronbuilding@hebronindiana.org](mailto:hebronbuilding@hebronindiana.org)
3. Call for Inspection when project is totally completed.

#### BUILDING DEPARTMENT

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[www.hebronindiana.org](http://www.hebronindiana.org)

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