

INSTRUCTIONS

KEEP FOR YOUR RECORDS

The following must occur prior to beginning any on-site work:

- 1) **A Building Permit must be posted in a visible location on-site**

The contractor listed, and/ or the owner and all subcontractors involved are required to follow the Uniform Building Codes of the Village of Lake Tanglewood. The contractor is required to make arrangements at the guard gate to ensure that the contractor and all sub-contractors have access to the worksite. Special arrangements must be made to allow worker access to the building site on weekends and/ or holidays.

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Building Permits in Lake Tanglewood are issued to the homeowner, not the contractor. The homeowner's signature must be on the application for the application to be complete.

This permit is required only for:

1. **Roof Replacement:** removing an existing roof covering, repairing any damaged substrate of 100 square feet or more and installing a new roof covering. A roof re-cover over asphalt, wood, or slate is prohibited.
2. **Roof Re-cover:** applies only to certain metal roofs.

I. Process

1. Roofing Permit Application

- Complete "Roofing Permit Application". Homeowner must sign application.
- Sign "New Construction Phase Inspection Agreement" (Homeowner and Contractor)

2. Submit Roofing Permit Application and Required Documents

- Roofing Permit Application and check for \$175.00 may be submitted to the City Secretary/ Village Hall in person. It may also be dropped off in person at the Corporation Office.

3. Closing a Roofing Permit

- Call for a final inspection. The Building Inspector is Michael Gamble (806) 336-4917. Arrangements must be made for the inspector must have access to the inside of the structure.
- Final Inspection is on file. The Building Committee will close the existing file.

II. Additional Information for Roofing

- ✓ New construction. The roof covering will be included in the permit issued for the new construction. A separate permit is not required.
- ✓ A roofing permit is required for removing an existing roof covering (greater than 100 sq. ft.) and installing a new roof covering.
- ✓ Fee Requirements: Permit fee (\$50.00) and minimum of one (1) inspection (\$125.00) are required for a total of \$175.00. Submit fee with application.
- ✓ A plat or survey is not required.
- ✓ New roof coverings shall not be installed without first removing all existing layers of roof coverings, with the exception of certain metal roofs.

- ✓ Carbon monoxide alarms shall be installed in residences which have attached garages or fuel-fired appliances. Ref. Building Code Sec. 3.02.026
- ✓ Roof covering on unattached or accessory buildings must match existing residence.

Additional Notes

- The Green Permit NUMBER must be posted and clearly visible from street.
 - Drip Edge is required on all asphalt shingled roofing projects.
 - Single station Carbon Monoxide alarms are required in existing dwellings that have attached garages or in existing dwellings which fuel-fired appliances exist.
 - Proper attic ventilation: 1/150th ventilation of the area of the vented space requiring ventilation. (i.e. 1800sf of attic area requires a minimum of 12 square feet of ventilation) Ventilation may be reduced to 1/300th when an equal amount of soffit and upper ventilation exists.
 - New roof coverings shall not be installed without first removing all existing layers of roof coverings: (see exceptions for complete and separate metal roofing systems 2012 IRC)
 - Damaged, rusted, or deteriorated roof vents and flashings shall be replaced.
 - Chimney crickets are required on all chimneys greater than 30 inches in width.
 - Proper termination for all exhaust vents penetrating through roof:
 - Exhaust vents shall have dampers and screen (clothes dryer vents shall be without screen)
 - Fuel fired appliances shall have approved/listed termination caps as required by manufacturer
 - Wood shakes and shingles shall only be used on solid sheathing.
 - Roofs shall be sloped as required for drainage unless designed for water accumulation.
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REQUIRED FOR APPLICATION REVIEW

Section I. General Information

Owner:	Phone:
Property Address:	Mobile:
Mailing Address:	Fax:
City/State/Zip:	E-mail:

Check box to use the above information for billing purposes

Section II. Contractor Information Check box to use the below information for billing purposes

Building Contractor:	Phone:
Contact Name:	Mobile:
Address:	Fax:
City/State/Zip:	E-mail:

Liability Insurance Carrier:	License/Permit/Surety Bond Amount	General Liability Insurance Amount
Phone:	Cert. of Insurance Number:	

Section III. Construction Information

Site Street Number:	Building Type: Residence w/ garage <input type="checkbox"/> Residence w/o garage <input type="checkbox"/> Unattached Garage <input type="checkbox"/> Accessory <input type="checkbox"/> Other _____	
Existing Roof Type	New Roof Type	No. of Squares
No. of Layers To Be Removed	Manufacturer	
Gas Fired Appliances: Fireplace <input type="checkbox"/> Heating <input type="checkbox"/> Water Heater <input type="checkbox"/> Cooking <input type="checkbox"/>	No. of Carbon Monoxide Detectors To Be Installed	
Estimated Start Date	Estimated Completion Date	
For Unattached or Accessory Buildings, Will Covering Match The Residence?	Is the Contractor Registered With The City Of Amarillo?	

Section IV. Acknowledgement

I have received a copy of the "Building Permit Application Instructions" and "New Construction Phase Inspection Agreement". I have read and understand the attached documents, all constraints contained therein and the Building Code of the Village of Lake Tanglewood.

Signature of Homeowner

Date

Building Committee Review of Application

Building Committee use only

Permit Number:
Date Approved:

Approved by:
Approved by:

The discarding of any waste material of concrete on the worksite in the Village of Lake Tanglewood is prohibited.

Trash Container Required: Yes

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Description of Charges

Estimated number of Inspections:	1

Permit Fee:	\$ 50.00
X \$125= Prepaid Inspections:	\$ 125.00
Total Amount Due	\$ 175.00

Notes

REQUIRED FOR APPLICATION REVIEW

VILLAGE OF LAKE TANGLEWOOD

NEW CONSTRUCTION PHASE INSPECTION AGREEMENT

The Village of Lake Tanglewood has contracted AAA Inspection Service to perform new construction phase inspections in an effort to ensure safe and proper building practices, to encourage contractors/subcontractors to adhere to the International Residential Code and to inspect completed work for deficiencies in workmanship.

Michael Gamble; DBA- AAA Inspection Service (TREC Lic. #10231) is a Professional Inspector licensed through the Texas Real Estate Commission and adheres to the TREC standards of practice for inspectors; the standards are available on the TREC website (www.trec.state.tx.us). TREC Professional Inspector education and SOP requirements are the most stringent in the nation, inspectors are trained with a general knowledge of the International Residential Code encompassing all aspects and components of the building process, however; NOTE: The inspector is not a master in any construction field; therefore he should not be considered a plumbing or code compliance inspector!

The inspector does not review or predict performance of: site surveys, elevations, grading/drainage, orientation, dimensions, design features or system sizing requirements of the inspected building. The inspector is not a code enforcement official, he only inspects and reports any identified deviations from the IRC or defective workmanship to the Village of Lake Tanglewood and the building contractor or foreman responsible for the job.

Code compliance is the responsibility of the Architect/Engineer who designs the project and/or the licensed subcontractors who perform the work on each individual component of the building. Therefore, liability/responsibility for any problems arising from design flaws, improper workmanship, errors and/or omissions lies with them as well.

No guarantee of code compliance, warranty of fitness or merchantability is implied or intended with the issuance of any inspection report due to the limited amount of time spent onsite by the inspector completion of all phase inspections does not guarantee code compliance or identification of every workmanship deficiency. Phase construction inspections will ultimately reduce some of the risk in new construction activities but they will not eliminate risk all together.

The homeowner (permit holder) is responsible for seeing that the builder gets completed inspections on time.

The Building Inspector is: Michael Gamble (806) 336-4917

I have read and understand the inspection agreement above.

Inspection Address: _____

Homeowner Name: _____ **Signature:** _____ **Date:** _____

Contractor Name: _____ **Signature:** _____ **Date:** _____

LSIOT COMPLIANCE FORM

This form will be submitted to LSIOT General Manger for review and must be approved.

Type of Structure: _____

Please describe all aesthetics of your new structure

ROOF MATERIAL AND COLOR

SQUARE FEET

TO BE FILLED OUT ONLY BY LSIOT

APPROVED/DENIED	
Reviewed by: _____	Date: _____
Signature: _____	

REASON (IF DENIED): _____

Contactoer Gate Form

Keep for your records

The following rules apply to entry to Lake Tanglewood by construction personnel:

a. For construction personnel who work at a Member's Lot for seven days or fewer, the Member must provide the gate guard with the name(s) of the construction company or personnel, including subcontractors and workers, the start date, and the expected end date for the work being done.

b. For construction personnel working at a Member's Lot for more than seven days, the Member must provide the gate guard with the name(s) of the construction company or personnel, including subcontractors and workers, the start date, and the expected end date for the work being done.

The list must be updated every 30 days. If the work takes longer than 30 days, the Member must provide the gate guard with an updated list on before the 30th day after the date the Member provided the previous list. The Member may update the list an unlimited number of times. Each time the Member provides an updated list, the Member must remove any and all subcontractors or workers who have completed their part of the work on the Member's Lot.

c. All general contractors working on projects in Lake Tanglewood must furnish to the gate guard a weekly list of subcontractors and workers.

d. Construction personnel must be on a current list provided by a Member in order to be admitted through the gate. Construction personnel must sign in at the gate each time they enter Lake Tanglewood even if they previously signed in on the same day.

Construction personnel will only be admitted on weekdays during regular working hours of 7:45 a.m.-6:00 p.m.. They will not be allowed to enter on weekends unless authorized by the Member for whom the work is being done.

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Contractor Gate Form

Submit to the Gate

7 or 30 Day Contractor List

MEMBER(S) NAME: _____ MEMBER ID#: _____ DATE(S): _____

ADDRESS: _____ Phone#: _____

GENERAL CONTRACTOR IN CHARGE

NAME: _____

PHONE#: _____

NAME OF SUBCONTRACTORS/SUPPLY/MATERIAL COMPANIES/WORKERS (FIRST AND LAST NAME)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____

THIS LIST CAN BE GIVEN DIRECTLY TO GATE GUARD, EMAILED TO TANGLEWOODASSIST@SUDDENLINK.COM OR FAXED TO 806-622-0658

Village of Lake Tanglewood

Roofing Permit Application

19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

THIS LIST IS TO BE UPDATED BY THE 30TH OF THE MONTH BY THE MEMBER LIST CAN BE GIVEN DIRECTLY TO GATE GUARD, EMAILED TO TANGLEWOODASSIST@SUDDENLINKMAIL.COM, FAXED TO 806-622-0658

Contractor Gate Form

Submit to the Gate

Weekly Updated Contractor's List

MEMBER(S) NAME: _____

DATE(S): _____

ADDRESS: _____

Phone#: _____

GENERAL CONTRACTOR IN CHARGE

NAME: _____

PHONE#: _____

NAME OF SUBCONTRACTORS/SUPPLY/MATERIAL COMPANIES/WORKERS (FIRST AND LAST NAME)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
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Village of Lake Tanglewood

Roofing Permit Application

19	_____
20	_____
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____
29	_____
30	_____

**THIS LIST IS TO BE UPDATED WEEKLY BY GENERAL CONTRACTOR ONLY LIST CAN BE GIVEN DIRECTLY TO GATE GUARD,
EMAILED TO TANGLEWOODASSIST@SUDDENLINKMAIL.COM, FAXED TO 806-622-0658**