

**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 \$295.00 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 Robert Downing at 806-290-7166. 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 (\$295.00) includes one (1) prepaid inspection. Any additional inspections required will be invoiced prior to the completion of the project. 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	Roof Rating
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:	\$ 170.00
X \$125= Prepaid Inspections:	\$ 125.00
<b>Total Amount Due</b>	<b>\$ 295.00</b>

**Notes**


LAKE TANGLEWOOD CLUB RULES AND REGULATIONS

(LSIOT, INC. PROPERTY OWNERS ASSOCIATION)

Amended March 22, 2018\*

V. GATE

6. The following rules apply to entry to Lake Tanglewood by construction personnel

c. Construction personnel must be on a current list provided by a Member in order to be admitted through the gate. Construction personnel must CHECK IN at the gate each time they enter Lake Tanglewood. Construction personnel will only be admitted on weekdays during regular working hours of 7:45 a.m.- 5:45 p.m.. They will not be allowed to enter on weekends unless authorized by the Member for whom the work is being

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**Contractors must be in good standing with the Village Office to be approved for New Roofing Permits.**

To be in good standing:

- An up-to-date Construction Inspection Agreement is signed and on file
- An up-to-date IV.C.2 is signed and on file
- Proof of insurance is up to date and on file
- No delinquent invoices

Copies of the required documents can be obtained from the City Secretary

