



RE-ROOFING INFORMATION SHEET

Tittabawassee Township
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Phone:(989)695-9512

(Please retain this sheet for future reference)

Whenever the roofing on an existing structure is modified or replaced, the Michigan Building Code requires a building permit and multiple inspections by the Township Building Inspector. To simplify and streamline this process, Tittabawassee Township has implemented two procedures.

1. The building permit process has been streamlined. For residential re-roofing jobs only, the 10-page building permit form has been replaced with four questions on the Project Application form. This is the information from the generic building permit that was related to re-roofing work. A full building permit is required for work on a commercial or industrial building or a multi-family (3 or more) residential unit.
2. The building inspector will, at his discretion, accept "Photographic Inspections" for residential re-roofing work. Waiting on the availability of the building inspector can delay the work and increase the cost to the homeowner. This new process will allow the work to continue with minimal delays.

How the Photographic Inspection process works:

The installer or homeowner will need to have access to a cell phone with a quality camera and the ability to text the photographs to another phone.

Photographs will need to be taken at the listed points in the replacement process and sent by text message to the inspector as specified.

Photographs must be provided for:

- ✓ ROOF DECK AFTER REMOVAL OF OLD SHINGLES
- ✓ ANY SHEATHING REPLACED
- ✓ ICE AND WATER SHIELD AS WELL AS VALLEYS (THESE MUST BE SENT BEFORE INSTALLING SHINGLES)
- ✓ FLASHINGS AROUND CHIMNEY AND ALONGSIDE WALLS
- ✓ RIDGE VENT OPENINGS
- ✓ COMPLETED PROJECT

THE PICTURES MUST BE TEXTED TO THE BUILDING INSPECTOR DURING THE ROOFING PROCESS AT 989-737-0464.