



## Roof Permit Requirements Building Inspection Division

111 West Main Street, Whitesboro, Texas 76273

Phone: 903.564.3311

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As a measure to ensure the safety of a home, the City of Whitesboro requires a building permit on all roofing projects.

All contractors who perform this type of work shall be registered with the City and a building permit shall be applied for and issued prior to the start of work. Registered contractors may obtain their building permit for the roof repair through in person at the Building Inspection Department located at 111 West Main Street, Whitesboro, Texas 76273. Once the work is complete, the contractor shall request a final inspection by calling 903-564-3311.

The final inspection will consist of the following:

### Interior Attic Inspection

- Verify the vent piping penetrates through the roof, there are proper clearance from all appliance vents and the appliance vents are connected.

### Exterior Inspection

- Verify the roofing project is complete.
- Verify the installation is compliant with the most currently adopted codes and ordinances.
- Verify all construction debris is removed from the site.

The homeowner may choose to **waive the interior inspection** by completing the following information. This document shall be submitted, via email or fax, to the Building Inspection Division prior to requesting for final inspection.

Email Submittal: [jcarnes@whitesborotexas.com](mailto:jcarnes@whitesborotexas.com)

This Handout is for Informational purposes only and should not be relied on place of official regulations and/or policies. The city of Whitesboro makes no representations, guarantees, or warranties as to the accuracy, or suitability of this Information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within City. Copies of the City of Whitesboro adopted codes and zoning Ordinances can be found on the city website <https://www.whitesboro.org> or at the City of Whitesboro 111 West Main St, Whitesboro, TX 76273



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**Waiver Request**

I, \_\_\_\_\_ certify that upon completion of the roofing project at the below  
(homeowner Name)

noted address, the roofing contractor \_\_\_\_\_ has inspected and  
(Contractor Name)

verified that all interior requirements have been satisfied.

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, \_\_\_\_\_  
Notary Public, personally, appeared \_\_\_\_\_ personally known to me (or  
proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are)  
subscribed to this instrument, and acknowledged that he (she/they) executed it.

WITNESS my hand and official seal.

Notary's Signature \_\_\_\_\_

Notary's Name (Print) \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

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