



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov



Submittal Requirements – Roofing

Below are permit requirements specific to the construction or replacement of a roof on a residential dwelling.

1. In your Scope of Work state if the roofing shall be a direct replacement or if the existing roofing installation shall remain and be covered by the new roofing. **Please Note: NYS Building Code prohibits covering existing roofing when the existing roofing is wood shake, wood shingle, slate, clay, cement, or asbestos-cement roofing; or when there are already two layers of any type of existing roofing; or if the existing roofing is water soaked or significantly deteriorated.**
2. A site plan or survey, highlighted to indicate the location of roofing. A **Zoning Analysis Sheet is not required.**
3. A Copy of the roofing contract or letter from the home owner listing materials used and detailing specific installation of the items listed below which include, but are not limited to:
 - Shingles or other roofing material.
 - Underlayment.
 - Ice Shield.
 - Flashing.
 - If sheathing replacement is needed, description must state the thickness of the sheathing.
4. If there shall be any **change** to the roofing which would **increase** the weight, a letter by a NYS licensed architect or engineer certifying the roof rafters can support the additional weight **will be required**. Examples include;
 - The existing roof is wood shake and furring strips that are to be removed and replaced with plywood.
 - The existing roof is a shingle style to be replaced with clay tile or slate roofing.