



Roofing/Re-roofing Permit Application

VILLAGE OF ROSLYN  
1200 Old Northern Blvd.  
Roslyn, New York 11576  
516 621 1961 Fax: 516 621 2171

Application Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Job Location: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Historic District Yes \_\_\_\_\_ No \_\_\_\_\_

Property Owner

Address

Telephone #

Contractor (Company Name)

Address

Nassau County License #

Contractor Business Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Where will debris be disposed: Truck \_\_\_\_\_ Container \_\_\_\_\_ (Permit required)

**Roofing (Check all that apply)** Cost of Construction: \_\_\_\_\_

Stripping Roof \_\_\_\_\_ 2<sup>nd</sup> Layer \_\_\_\_\_ House & or Garage \_\_\_\_\_ Commercial \_\_\_\_\_

Type of Roofing Material: Asphalt \_\_\_\_\_ Clay \_\_\_\_\_ Other \_\_\_\_\_

Has job been started: Yes \_\_\_\_\_ No \_\_\_\_\_

**Contractor's Certificates of Liability Insurance, Worker's Compensation Insurance and Disability Insurance (DB-120.1) Naming the Village of Roslyn as an additional insured, MUST be submitted With this Application.**

**NOTICE: YOU MUST NOTIFY THIS DEPARTMENT THE LAST DAY YOU ARE ON THE JOB.**

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

\_\_\_\_\_  
PRINT NAME

State of New York

County of Nassau

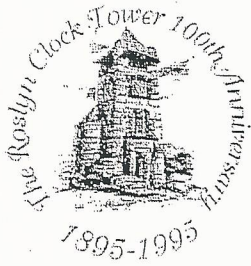
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, Nassau County, New York

PLEASE NOTE: Roofing without a Building Permit is a Village Code Violation and incurs a Late Filing Fee. Contractor must submit SELF CERTIFICATION form (attached).

APPROVED \_\_\_\_\_

DATE \_\_\_\_\_



Roofing/Re-roofing Permit Application  
Self-Certification Form

**VILLAGE OF ROSLYN**

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1. The Municipal Code of the Incorporated Village of Roslyn requires that all roofing and re-roofing projects, both commercial and residential, be done in accordance with the specifications outlined in the NYS Building Code.
2. Therefore, no roofing or re-roofing project is to occur in the Village of Roslyn until the homeowner and/or the contractor has obtained the necessary permits. No material may be placed until the existing roof conditions are made known to the Building Department. The homeowner and/or contractor must file this form with the Building Department, along with a permit fee certifying that the construction will be performed and completed in accordance with the specifications noted above. The form shall be completed and signed by the homeowner and contractor. In the event that the work was started or completed prior to the issuance of a permit, there shall be an additional late filing fee to accompany this application.
3. Historic District Board roof replacement pre approved is black 3 tab shingle, if you require a different color shingle you need Historic District Board approval.

**Roofing/Re-roofing Certification Form**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Date Work Proposed: \_\_\_\_\_

I \_\_\_\_\_ (contractor) hereby certify that construction at the above address will be done in accordance with the specifications noted in paragraph #1 above.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of New York) SS:  
County of Nassau)

On the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said State personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to on the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of whom the individual acted and executed the instrument.

\_\_\_\_\_  
Signature of Notary Public