

Re-Roof

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone(703) 435-6850

[E-Mail: buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



All items on this checklist must be included with this application. If not, the application will be returned and the applicant will be required to reapply.

Completed building permit application

Re-Roof Form

State Contractors License OR Owners Affidavit

Proof of zoning approval if location is in the historic preservation district Complete set of

Review Process

- STEP 1.** If the location is in the Town Historic Preservation District you must obtain zoning approval PRIOR to applying for a building permit. Please contact Community Development at community.development@herndon-va.gov or 703-787-7380 for approval
- STEP 2.** Submit all required documents (check list above) by emailing: buildinginspections@herndon-va.gov
- * Town of Herndon review time is approximately 4 weeks
- STEP 3.** You will be notified by email once the application has been approved and is ready for payment.
- STEP 4.** Once you have made payment, and responded to the email with the confirmation number, your permit and approved plans will be emailed to you.
- STEP 5.** Begin Work
- STEP 6.** Schedule inspections one business day in advance by emailing: buildinginspections@herndon-va.gov. Be sure to include the information below in your request:
- Permit Number
 - Contractor Name
 - Type of Inspection
 - Type of Permit (building, mechanical, electrical, plumbing)
 - Job Address
 - AM or PM
 - Telephone Number of person on site
 - Virtual inspection: FaceTime or Google

Building Permit Application

777 Lynn Street, 2nd Floor

Herndon, VA 20170

703-435-6850

buildinginspections@herndon-va.gov



Building Permit Number: _____

JOB LOCATION

Street Address: _____ Lot #: _____

Floor #: _____ Suite #: _____ Phase #: _____ *Tenant Name: _____

* All new tenants within the Town of Herndon are required to obtain a Town of Herndon Business License. If you have not done so, contact the Department of Community Development to begin the licensing process. Community Development can be reached at community.development@herndon-va.gov or 703-787-7380.

OWNER INFORMATION

Name: _____ Owner _____ Tenant _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER

Name: _____ Architect: _____ Engineer: _____

Address: _____ Phone#: _____

City: _____ State: _____ Zip: _____

License #: _____ Expiration Date: _____

** CONTRACTOR

Name: _____ Phone #: _____

State: _____ Zip: _____ License Classification: _____

License#: _____ Expiration Date: _____ Designation: _____

**Contractors who do over \$25k dollars worth of work a year within the Town of Herndon are required to obtain a Town of Herndon Business License. If you meet this criteria please contact our Finance Department at 703-435-6813 to begin the licensing process. Please be aware that your permit application will not be reviewed until a license is obtained.

APPLICANT

Name: _____ Phone#: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

TYPE OF WORK

Residential	Addition	Demo Interior	Describe Work: _____
Commercial	Alteration	Demo Structure	
Demo Accessory Structure			

ADDITIONAL INFORMATION

Est. Construction Cost: \$ _____ # Bedrooms _____ # Non-Sleeping Rooms: _____ # Stories: _____

Square Footage of Job: _____ # Bathrooms _____ Height of New Structure: _____ Roof Type: _____

USBC Code Year: _____ # Kitchens _____ Construction Type: _____ Garage: _____

Basement Finished: _____ Meter Size: _____ Footprint Sq. Ft. _____ Model: _____

Lien Agent: _____ Phone #: _____

Address: _____ State: _____ Zip Code: _____

Sign Dimensions: _____ Wall Mounted: _____ Free Standing: _____

COMMERCIAL WORK ONLY

If the base building permit was issued before January 1, 1985 you will need to submit an asbestos statement

Existing Bldg Compliance Method: _____ Prescriptive (IBC) _____ Performance _____ Work Area (Level 1-Level 2-Level 3) _____

SIGNATURE

I hereby certify that I have authority to make this application, the information is complete and correct, and the construction and use will conform to the building code, zoning ordinance and other applicable laws and regulations which relate to the property.

Signature of Owner or Agent: _____ Date: _____

Printed Name: _____ Title: _____

Re-Roof Information

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170
Telephone (703) 435-6850 Fax (703) 318-8492
[E-Mail: buildinginspections@herndon-va.gov](mailto:buildinginspections@herndon-va.gov)



JOB ADDRESS: _____

PROPERTY TYPE: Single Family Town House Commercial

YES NO 25% of the existing roof covering has been removed or replaced within the last 12 months.

YES NO Do you plan to re-roof the entire existing covering?

TYPE OF EXISTING ROOF COVERING: _____

TYPE OF PROPOSED ROOF COVERING:

Asphalt Shingles Asphalt Roll Roof Covering Wood Shingles
Build Up Roof System Slate Shingles Other

NUMBER OF EXISTING ROOF COVERING LAYERS: _____

CONDITION OF EXISTING ROOF COVERING:

- Existing Roof Covering Needs Removed and Replaced
- Existing Roof Coering Does Not Need Removal
- Existing Roof Covering Will Be Overlaid
- Flashing Needs Replacement
- Only Portions of the Roof Need Repaired or Replaced

2018 USBC 110.3

In accordance with § 36-99.7 of the Code of Virginia, the local building department shall not issue a building permit allowing a building for which an initial building permit was issued before January 1, 1985, to be renovated or demolished until the local building department receives certification from the owner or his agent that the affected portions of the building have been inspected for the presence of asbestos by an individual licensed to perform such inspections pursuant to § 54.1-503 of the Code of Virginia and that no asbestos-containing materials were found or that appropriate response actions will be undertaken in accordance with the requirements of the Clean Air Act National Emission Standard for the Hazardous Air Pollutant (NESHAPS) (40 CFR Part 61, Subpart M)..

The provisions of this section shall not apply to singlefamily dwellings or residential housing with four or fewer units unless the renovation or demolition of such buildings is for commercial or public development purposes. The provisions of this section shall not apply if the combined amount of regulated asbestos-containing material involved in the renovation or demolition is less than 260 linear feet (79.25 lm) on pipes or less than 160 square feet (14.86 m2) on other facility components or less than 35 cubic feet (1 m3) of facility components where the length or area could not be measured previously.

The material to be repaired or replaced are assumed to contain asbestos and that the asbestos installation, removal, or encapsulation will be accomplished by a licensed asbestos contractor or a licensed asbestos roofing, flooring, or siding contractor.

Signature

Date