



## CITY OF MARSHALL INSPECTION DEPARTMENT

City Office Building 214 N. Lafayette Ave. Marshall, MO Office Phone (660) 886-2653

### HOW TO APPLY FOR A RE-ROOFING PERMIT

- Re-Roofing Permit Applications may be emailed, faxed, or mailed upon request.
- Walk-in applications are accepted Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m. Closed from 12:00 P.M.-1:00 P.M.
- Assemble the required information for your project. Please call the Inspection Department at: (660) 886-2653 if you have any additional questions about permit requirements.

### TO APPLY FOR A RE-ROOFING PERMIT YOU WILL NEED:

- Property address and the owner's name, address and phone number
- Name, address, and phone number of the contractor
- Roof Information: Type of Materials to be installed, Roof Area or Number of squares, and the number of Existing layers
- Brief description of the work (Example: remove existing layer(s) and replace with new.)
- The permit fee – based on the total square footage of the project

### WHEN WILL THE PERMIT BE ISSUED?

- The length of time before a Re-Roofing permit is issued varies depending on the availability of the Code Official. Some permits can be issued at the time of application.

**Call, email, or stop by our office for further information.**

#### **Sheerie Norman**

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