

**VILLAGE OF GRAFTON  
PERMIT APPLICATION  
REPAIR/REMODEL EXISTING SPACE – 1, 2,3 FAMILY**

Address: \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_ PH \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ PH \_\_\_\_\_

No. of Dwelling Units? \_\_\_\_\_ Owner Occupied? \_\_\_\_\_

It is the applicants responsibility to complete this application and provide all required drawings.  
If you haven't the ability to do so, please consult someone who does.

**A. ROOF COVERING: Complete EITHER #1 or #2, NOT BOTH**

1. Recovering over existing shingles: No. of layers on existing roof: One \_\_\_\_\_; More than one \_\_\_\_\_  
Existing roofing material: Asphalt \_\_\_\_\_; Slate \_\_\_\_\_; Metal \_\_\_\_\_; Wood Shakes \_\_\_\_\_; Other \_\_\_\_\_  
Material to be installed: Asphalt \_\_\_\_\_; Slate \_\_\_\_\_; Metal \_\_\_\_\_; Wood Shakers \_\_\_\_\_; Other \_\_\_\_\_  
Areas involved: Entire dwelling \_\_\_\_\_; Detached garage \_\_\_\_\_; Other \_\_\_\_\_

**Note** Flashing shall be reconstructed in accordance with approved manufacturer's instructions. If the existing roof or roof covering is water-soaked or deteriorated to the point of being unacceptable as a base for additional roofing, it must be removed. **Attic ventilation is required at a ratio of 1 sq. ft. vent/150 sq. ft. attic area, unless approved otherwise. Most ridge vent systems are intended to be installed in conjunction with eave, cornice or soffit vents. Check with the manufacturer.**

2. Removal of existing covering & Replacement: Roof pitch: 4/12 or greater \_\_\_\_\_; 2/12 or greater but less than 4/12 \_\_\_\_\_; Less than 2/12 \_\_\_\_\_  
Material to be installed: One layer #15 Felt \_\_\_\_\_; #40 coated roofing, coated glass base sheet, multiple layer underlayment; or Ice guard \_\_\_\_\_; Flashing \_\_\_\_\_; Asphalt shingles \_\_\_\_\_; 90# roll roofing \_\_\_\_\_; 60# Double lap \_\_\_\_\_; Other covering (explain) \_\_\_\_\_  
Ridge vents \_\_\_\_\_; Roof vents \_\_\_\_\_; Gable louvers \_\_\_\_\_; Soffit vents \_\_\_\_\_; Sheathing replacement (explain) \_\_\_\_\_

Areas involved: Entire dwelling \_\_\_\_\_; Detached garage \_\_\_\_\_; Other \_\_\_\_\_  
**Note:** If the existing roof deck is water-soaked or deteriorated to the point of being unacceptable as a base it must be replaced. **Attic ventilation is required at a ratio of 1 sq. ft. vent/150 sq. ft. attic area, unless approved otherwise. Most ridge vent systems are intended to be installed in conjunction with eave, cornice or soffit vents. Check with the manufacturer.**

**B. SIDING:** Vinyl \_\_\_\_\_; Aluminum \_\_\_\_\_; Steel \_\_\_\_\_; Wood \_\_\_\_\_; Brick \_\_\_\_\_; Other \_\_\_\_\_  
Areas involved: Entire dwelling \_\_\_\_\_; Detached garage \_\_\_\_\_; Other \_\_\_\_\_

Note: Metal siding must be grounded.

**C. WINDOWS/DOORS:**

No. to be replaced \_\_\_\_\_ Same size as existing? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, describe in detail \_\_\_\_\_

Make & Type: \_\_\_\_\_

Note: Total window space and openable area shall not be reduced or altered below minimum code standards; (8% of floor space for all habitable rooms and minimum dimension requirements for emergency escape in all sleeping rooms).

**D. AWNINGS (REPLACEMENT ONLY/SAME SIZE AS EXISTING):**

Note: The replacement awning(s) must be of identical dimensions or smaller than those being replaced.  
Size(s) and location(s) of awnings: \_\_\_\_\_

Note: New awnings, patio enclosures, carports and porch awnings must use the "NEW CONSTRUCTION APPLICATION:

**GENERAL REPAIR/REMODEL OF EXISTING SPACE  
FIRE REPAIR/RESTORATION  
PORCH REPAIR/REPLACEMENT (same dimensions as existing porch)**

1) AREAS INVOLVED IN REPAIR/MAINTENANCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) **DESCRIBE WORK TO BE COMPLETED** (List number of windows/doors to be replaced, describe relocation of walls nonbearing and bearing. Include all information that would assist the inspector in becoming familiar with the work to be done). A spec sheet may be submitted in lieu of a handwritten explanation or submit a detailed floor plan indicating alterations. For porch replacement (partial or complete) and for structural alterations the applicant must submit construction drawings, cross sectional drawing, elevations and/or floor plans with sufficient details to show that the proposed work will conform to provisions of the applicable codes.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The Building Department may require a detailed site plan to assure compliance with the Village of Grafton Zoning Code.

**3) SUBCONTRACTORS:**

Electrical: \_\_\_\_\_ Plumbing \_\_\_\_\_  
HVAC: \_\_\_\_\_ Other: \_\_\_\_\_

**NOTE:** The owner or his agent are responsible for securing permits. The contractor is responsible for requesting inspections. Final inspections and approvals are required prior to the use or occupancy of the space.

**WARNING:** Beginning work without permit in hand shall result in payment of a double fee (1440.07, Grafton Codified Ordinances). **THE BUILDING PERMIT MUST BE CONSPICUOUSLY POSTED FOR PUBLIC VIEW, -Preferably in a front window.**

The undersigned hereby certifies that the information contained herein is accurate to the best of his/her knowledge. The undersigned owner or owner's agent, by commencing or authorizing commencement of work, takes full responsibility for compliance with Village codes and State regulations.

Total cost of construction \$ \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**BUILDING DEPT. USE ONLY:**

Date Approved/Inspector \_\_\_\_\_ Date rejected/Inspector \_\_\_\_\_

Fee \_\_\_\_\_ Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_