

**ROOF PERMIT APPLICATION DOCUMENTATION**  
**Borough of Haddon Heights**  
**Haddon Heights, New Jersey 08035**

**Project Address:** \_\_\_\_\_

**READ:** If there are CEDAR SHAKES on the roof, the entire roof must be taken off and new sheathing shall be installed.

When installing Hot Tar roof or other type using open flame or torch you shall obtain a fire permit from the local Fire Department. Copy of fire permit shall be submitted with construction application. If not included, construction permit can not be issued.

**Please Check all applicable:**  Entire Roof  Front  Rear  
 Flat  Detached Structure

• **Existing roof consist of:**

How many existing layer(s) of asphalt shingles \_\_\_\_\_

How many existing layer(s) of Tar \_\_\_\_\_

• **What is the existing base? Please check what applies.**

Cedar shakes (must be removed) \_\_\_\_\_ Wood Shingles \_\_\_\_\_  
Tongue & Groove \_\_\_\_\_ Plywood \_\_\_\_\_ Hot Tar \_\_\_\_\_ Rubber(cold) \_\_\_\_\_  
Metal \_\_\_\_\_ Rubber(hot) \_\_\_\_\_ Other \_\_\_\_\_

• **What work is going to be performed:**

1.  Re-roof over one existing layer with plywood or tongue & groove base.

2.  Tear Off \_\_\_\_\_ layer(s) of existing shingles to existing plywood base.

Replace ply if or where needed  Install New Throughout

Asphalt shingles \_\_\_\_\_ Year Style & Color \_\_\_\_\_

Cold Application Roll Roof \_\_\_\_\_ Hot Robber \_\_\_\_\_

Tar \_\_\_\_\_ Other \_\_\_\_\_

• **Tear off entire roof material including base and install**

Plywood-thickness: \_\_\_\_\_ OSB-thickness \_\_\_\_\_

Felt Paper# \_\_\_\_\_ Tar Paper \_\_\_\_\_

Asphalt Shingles \_\_\_\_\_ Years \_\_\_\_\_ Type: \_\_\_\_\_

Metal \_\_\_\_\_ Cold Application \_\_\_\_\_

**Additional Information if Necessary:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Permit Issue # \_\_\_\_\_  
Office Use