



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT for Roofing or Reroofing

Lot No:	Street:	Date:
Member/Applicant:	Mailing Address:	Telephone Numbers: E-Mail:
Contractor:	Mailing Address:	Telephone Numbers: E-Mail:

Member and Contractor state that they have reviewed the requirements of the Construction Guidelines and have prepared this Permit Application in accordance with the Submittal Requirements.

This Permit will be revoked if roofing does not begin within 90 days of approval, or if finish colors or roofing materials are different than those approved under this Permit. The roofing project must be completed within one year from the date of this permit approval.

The Member is ultimately responsible for the performance of work by his/her contractor, in accordance with the Shelter Bay Construction Guidelines. Member hereby understands and agrees that any fines for non-compliance with the Construction Guidelines, subsequent costs to bring the project into compliance, and any costs to repair damages to existing Shelter Bay improvements (except those noted prior to construction), caused by the Contractor or his subcontractors during the performance of this project, shall be borne by the Member and paid to Shelter Bay prior to final approval of the project by the Building Committee.

Member hereby designates _____ to act on my behalf to obtain an approved permit for this project.

Signed _____, Member Date _____

APPLICANT SUBMITTAL REQUIREMENTS

1. Indicate which specific buildings will be roofed / reroofed _____
2. What is the type of roofing material being proposed? _____
3. Roofing materials used in Shelter Bay are required to meet the CLASS A FIRE RESISTIVE requirements of UL 790 and ASTM E-108. Provide manufacturer's data which clearly states that the material proposed meets these fire resistive requirements. **ATTACH DATA TO SEPARATE PAGE** and include it with this submittal.
4. In Shelter Bay the standard for exterior colors, including roof color, requires a 'harmonious color scheme'. **SUBMIT** the Manufacturer's **COLOR** chart or brochure indicating the color or a small roofing material sample for the Committee's review.
5. Wood shakes are not permitted on new construction. Refer to the Construction Guidelines for more information on what is permitted for the partial replacement of existing shake roofing.

The Building Committee meets the 1st and 3rd Tuesday of every month at 9:00 a.m. in the Clubhouse. Applications must be in by 12:00 Noon on the Wednesday before the week of the meeting in order to be placed on the Agenda.

****FOR COMMITTEE USE ONLY ****

COMPLETE THE FOLLOWING CHECKLIST PRIOR TO PERMIT APPROVAL

1. Does the applicant's submittal provide data confirming the Class A Fire Resistive Rating? Yes No
2. Is the roofing color proposed in harmony with the house or building color? Yes No
3. Any additional comments from the Building Committee. _____

PERMIT APPROVAL BY BUILDING COMMITTEE

This permit becomes valid upon the signature of four (4) members of the Building Committee.

PERMIT APPLICATION APPROVAL:

Date: _____

CHECKLIST OF REQUIRED INSPECTIONS AT SITE VISIT FOR FINAL INSPECTION

Item	Yes/No	Date
Does the installed roofing color match that submitted with the application?		
Is the roof color in harmony with the house or building color?		
Does the roof meet all requirements of the Construction Guidelines?		

FINAL APPROVAL BY BUILDING COMMITTEE

Signatures of 4 Building Committee Members indicates the project is complete and meets Shelter Bay requirements.

FINAL PROJECT APPROVAL:

Date: _____