



Development Services
Re-Roof Permit Process
HMSD



Procedures for Roofing Permit applications after Hurricane Michael

Inspector Office Hours: 8:00AM to 9:00AM Permit Office Hours: 8:00AM to 5:00PM

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Inspection Request 229.438.3928 inspections@albanyga.gov

FOR CONTRACTORS: If your project has ONLY shingle or sheeting damage you will need:

- Complete the Trade Permit Application with description of work
- A current Albany OTC (Occupational Tax Certificate)
- Pay appropriate fees

HOMEOWNER LIVING IN HOUSE: If your project has ONLY shingle or sheeting damage you need:

- Complete the Trade Permit Application with description of work
- Complete the Homeowners Affidavit
- Pay appropriate fees

FOR LANDLORDS: If your project has ONLY shingle or sheeting damage you will need:

- Complete the Trade Permit Application with description of work
- Complete the Homeowners Affidavit
- Pay appropriate fees
- Non-Structural work only

** A landlord or property owner can purchase a permit for non-structural work with a value not to exceed \$2,500.00**

FOR BUSINESS OWNERS: If your project has ONLY shingle or sheeting damage you need:

- Complete the Trade Permit Application with description of work
- Pay appropriate fees
- Non-Structural work only

** A business owner can purchase a permit to do non-structural work with a value not to exceed \$2,500.00**

Notes:

Re-Roofing inspections made the same day they are requested if ready and called in by 4:00PM
Please pick up one of our "Re-Roofing Guides" when you get the permit
A mid-roof and final re-roof inspection are typically performed
We will leave an Inspection Ticket to let you know we have been there
There may be additional requirements if the property is located in a flood zone or historic district
Please visit the City of Albany website at www.albanyga.gov for more information