



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: Day: Evening:
Roofing Contractor:	Mailing Address:	Telephone Numbers: Day: Evening:

On what buildings will the roofing work be done: _____

Complete the reverse side of this Permit Application and provide the information as requested.

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.

Completion/Damage Deposit is attached in the amount of \$ _____. (See the Board approved Fees and Fines Schedule for current rates.)

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. **Please complete the reverse side of this application.**

Signed _____, Member Date _____

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 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda.

Approval by Building Committee

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

PERMIT APPLICATION APPROVAL

FINAL PROJECT APPROVAL

Date: _____

Date: _____

**APPLICATION FOR SHELTER BAY CONSTRUCTION PERMIT
for Roofing or Reroofing
Page 2 – Information Form**

According to the Declaration of Protective Covenants, the standard for exterior colors in Shelter Bay is a “harmonious color scheme.” There is not a list of “disapproved” colors; however, it is best to keep the colors subdued. The Building Committee is empowered to reject the submitted colors and require you to resubmit alternative colors for Committee consideration and approval.

Wood shingles and shakes are not permitted on new construction in Shelter Bay. If new roofing materials replace wood shakes and 50% or more of the roof covering of any building is replaced, then the entire roof must comply with the requirements for new construction. Roofing materials shall be concrete or cement tiles, metal, clay tile or composition (fiberglass/asphalt) shingles which comply with fire resistive requirements of Underwriters Laboratories (UL) 790 or American Society for Testing and Materials (ASTM) E-108. Any roofing material installed shall continue to meet the Class A fire resistive requirement for its expected service life. *(Res. 11-09, 4/20/11)*

Provide the following manufacturer’s information:

Manufacturer’s name and roofing color on color chart. Alternatively, submit a small sample of the roofing material.

Describe roof covering material and provide the manufacturer’s stated fire resistive rating:

For metal roofs, describe substructure which meets Class A Roofing System requirements:

If there is any change roofing material or color from that which is submitted for permit approval, a revised Permit Application must be submitted to the Building Committee.

Building Committee Comments: _____
