

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - i. if accepted, you will be emailed an invoice to pay.
 1. If you wish to pay online, please follow the instructions in the email. As a reminder, all online payments have a 4% convenience fee added.
 2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
 - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). **All required fields must be completed to process the form.**
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - i. if accepted, you will be mailed an invoice to pay.
 1. If you wish to pay online, please follow the instructions on the invoice. As a reminder, all online payments have a 4%convenience fee added.
 2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
 - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.



106 Dorman Street

Harrington, DE 19952

(302) 398-3530

DATE

PERMIT NO.

ROOF PERMIT APPLICATION

Property Owner:

Property Address:

Property Owner Phone

Email:

Map/Parcel:

Zoning:

Contractor Name:

Contractor Address:

Contractor Phone

Email:

City of Harrington Contractor License No.

Type of Roof: Check One) Asphalt:

Metal:

Other (Please List)

Estimated Cost of Project: \$

Applicant's Certification: By completing this application, the applicant hereby certifies as follows under penalty of perjury: (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized to by the owner to make this application as their agent; (2) That the information on this application (and construction documents) provides full disclosure and is accurate to the fullest extent possible; and (3) That the information contained in the application and construction documents is in compliance with all applicable covenants or deed restrictions.

Applicant's Signature:

Date:

Applicant Printed Name:

Office Use Only

Building Official

Date

Permit Fee \$