

NOTICE: EMERGENCY ROOFERS LICENSE APPLICANTS

In order to process your **Emergency Roofers License** application as quickly as possible, please assist the HBLB staff by ensuring that all of the following is completed **BEFORE** an application is submitted:

1. Application is filled out in **ENTIRETY** and all boxes are checked accordingly;
2. **Documentation of citizenship** or lawful presence is included (see Section 4 of Individual Application, Section 3 of Corporate Application for list of acceptable documents);
3. **Bond is signed** and contact information is available for staff to verify bond.

Once an application is received, all requirements confirmed, and the bond verified, each application is reviewed by a staff attorney and only upon approval is a license issued. Completed applications may be hand-delivered to the HBLB offices, but still must be allowed sufficient time to process. ***PLEASE ALLOW 24 HOURS FOR THIS PROCESS.***

When issued, the original emergency license wallet card will be mailed to the applicant unless instructed otherwise. A listing of issued licenses is being emailed to all building officials in the declared emergency area at the end of each day for emergency license verification during permitting.