



# Applying for Your City of Industry Re-Roof Application A Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

## Step 1 → **Contact the Planning Department**

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted. A copy of the zoning code can be found on the City of Industry website at:

[http://www.cityofindustry.org/PDF/Planning\\_pdfs/ZoningCode.pdf](http://www.cityofindustry.org/PDF/Planning_pdfs/ZoningCode.pdf)

15625 Stafford Street, Suite 100  
City of Industry, CA 91744  
Phone: (626) 333-2211  
planning@cityofindustry.org  
Hours: 9:00 a.m. to 5:00 p.m.

## Step 2 → **Obtain Re-Roof Application**

Download the application: <http://www.cityofindustry.org/page.php?78>

*Or*

Request an application by email: [planning@cityofindustry.org](mailto:planning@cityofindustry.org)

*Or*

Request an application by phone: 626-333-2211

*Or*

Visit us at City Hall (address above)

## Step 3 → **Fill Out Re-Roof Application**

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

## Step 4 → **Obtain Valley Vista Services Approval**

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on "Supplement B" prior to submittal.

17445 Railroad Street  
City of Industry, CA 91745  
**Appointment is Required**

Please contact Heather at:  
(626) 855-5581 or (800) 442-6454 for appointment.

## Step 6 → **Submit Completed Application to City Hall**

Submit the completed application to the Planning Department for approval. Your project will be assigned to a planner and you will be contacted if any additional information is needed.

## Step 7 → **Approval Issued**

Once your application has been approved, the Planning Department will issue a copy of the application with a stamp of approval that can then be taken to Los Angeles County Department of Building and Safety so that you may submit for permits.



# City of Industry Application for Re-Roof

15625 East Stafford Street • Suite 101 • City of Industry • CA • 91744  
Phone: (626) 333-2211 • Fax: (626) 961-6795  
www.cityofindustry.org

*Please type or print clearly*

Project Location: \_\_\_\_\_ Approximate Start Date: \_\_\_\_\_  
*Street Zip*

Project Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

Roofing Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

Contractor's State License Number: \_\_\_\_\_ Project Valuation: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City Zip*

**Notice: City of Industry Municipal Code requires that the removal of any roofing material shall be hauled away and properly disposed of by the contracted hauler (Valley Vista Services). Any other person(s) causing or hauling the material constitutes a violation of the municipal code and is punishable by a \$500 fine, imprisonment or both.**

**I do hereby acknowledge the above notice and certify the below signature is the property owner or agent\* of applicant.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*If other than property owner, submit affidavit of owner's approval with this application.*

*Office Use Only*

Cc: Code Enforcement  
Sheriff's Department



**CITY OF INDUSTRY  
SUPPLEMENT B**

Applications will not be accepted without this form **signed** by Valley Vista Visa Services and attached to this application. City of Industry Municipal Code requires every business to arrange for appropriate solid waste collection service with the City approved collector. The requirement applies to any permanent or temporary business operating in the City of Industry.

17445 RAILROAD STREET  
CITY OF INDUSTRY, CA 91745

**\*SUPPLEMENT B FORMS ARE SIGNED BY APPOINTMENT ONLY\***

Please contact Heather at (626) 855-5581 or (800) 442-6454 for appointment.

***BUSINESS INFORMATION (please type or print clearly)***

Business Name/DBA: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

*Street*

*Zip*

Contact Person's Name: \_\_\_\_\_ Title: \_\_\_\_\_

***OFFICE USE ONLY***

Recycling and solid waste collection services have been reviewed and/or arranged for by the above business as required by City Ordinance.

Service is:     New                       Temporary                       Pre-Existing                       Not Applicable (explain)

Description (*type and frequency*): \_\_\_\_\_

Approximate Start Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Refused Service (state reason):

C: Code Enforcement and Sheriff's Department re: code violation/prosecution

Approved by: \_\_\_\_\_ Date \_\_\_\_\_