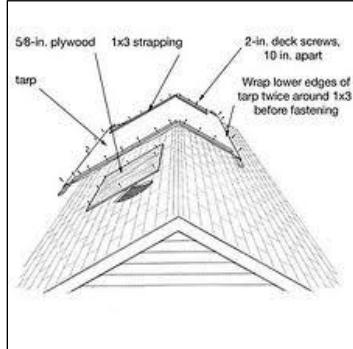
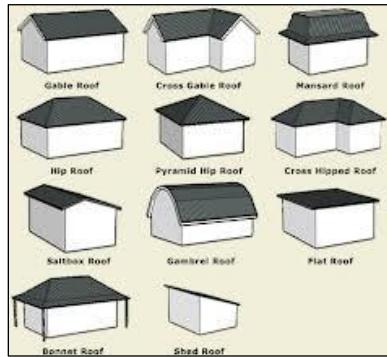


ROOF-WORKING THE LAUREL PARK WAY

A GUIDE FOR YOU!



Congratulations! A good roof is like a helmet on your head: it keeps you dry in the rain, it protects you from falling acorns, and it keeps you warm (just go with me here). In order to help your roof project go smoothly, the Executive Committee has broken the process down to these easy-to-follow steps. You may contact laurelparkec@gmail.com if you have any questions, and good luck!

Step 1. Measure the section of roof you intend to replace. Is its area larger than 5 feet by 5 feet? If no, you may work on it without informing the EC or the city of Northampton (informing your immediate neighbors is always nice). If the area is larger than 5 feet by 5 feet, please proceed to Step 2.

Step 2. You should now inform the EC of the work you plan to do. Fill out the following information, and bring it to the next EC meeting. You can email laurelparkec@gmail.com if you do not know when this will be.

Name: _____ Unit #:_____ Phone #:_____

Email: _____

Will a dumpster be used for this work? _____

If "yes," where do you intend to have it placed? **Note: dumpsters my not be placed in a manner to block any HALP roadway.** _____

What is the expected duration of the project? _____

Do you plan to do the work yourself? _____

If "no," who will perform the work for you? Are they licensed/insured? _____

What are the numbers of the units you plan to inform? **Note: the EC asks that you inform your immediate neighbors of construction.** _____

Step 3. After informing the EC of your intentions, either you or your contractor will have to obtain a permit from the City of Northampton. To do this, you or your contractor will have to fill out a building permit application and bring it to the Office of the Building Commissioner (address below). This permit is available for printout online at the following address:

http://www.northamptonma.gov/building/Building_Permit_Applications/

Click on “Building Permit: One and Two Family Homes.” Don’t forget: at the office you’ll be charged \$35.00!

Office of the Building Commissioner

Puchalski Municipal Building
212 Main Street
Northampton, MA 01060

Office Hours

8:30 a.m. - 4:30 p.m. Monday, Tuesday, Thursday, Friday
8:30 a.m. - Noon on Wednesday.

Telephone: 413.587.1240

Fax: 413.587.1272

<http://www.northamptonma.gov/building/>

Step 4. After the city gives you a permit, display it in your window so that it is visible from the street and give a copy of the permit to a member of the EC. You or your contractor may now begin building! You are encouraged to inform the EC at laurelparkec@gmail.com if you confront difficulties or unforeseen circumstances; they will help you solve any problems you may have! Thanks for reading, and have a great day!

Nota Bene: this guide is intended as an aid only, and cannot be used to define or limit your responsibilities to HALP or the City of Northampton with regard to construction on your unit.