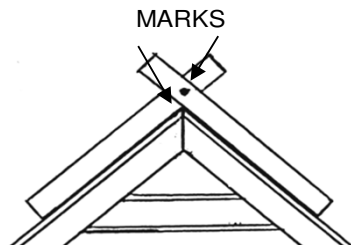


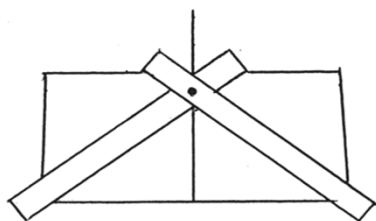
## CUPOLA INSTALLATION GUIDE

(If base has a factory cutout skip steps 1-3.)



### 1. Determine Your Roof Pitch

Screw two boards together so they pivot. Straddle the roof with each board as shown, making sure each side is flat against the roof and the center is at the center of the peak. Mark the boards & apply another screw. This becomes your cutting template.



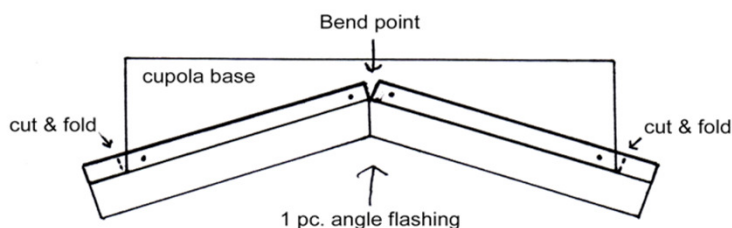
### 2. Mark the Cupola Base & cutout

Remove the screws holding the 2 opposite (metal) side panels of your cupola base, keep these pcs. to reattach to original position. Draw a centerline on the cupola base as shown. Using your cutting template, make a line from each corner to the centerline. This will be your cutting line. Your base should now be ready to cut.

Start cut at corners and end at center.

It is recommended to use a hand-held jig saw for making the cutout.

You will also need to match the cutout in the metal panels that were removed earlier.



### 3. Attach flashing & side panels

Bend the 2 flashing pcs in the center to the same angle as the cupola base cutout. Now hold the flashing in place with the 1" side against the cupola base. Mark & cut the end of the 1" flange and fold over and insert on the bottom of the side panel with flashing. Attach flashing to wood base with nails provided. It may be necessary to drill small pilot holes for nails. Now reattach side panels to their original position. Insert extra screws in side panels where needed.

### 4. Prepare Roof - Decorative (Recommended)

There is no preparation necessary to your roof if your cupola is to be installed for decoration only. (Recommended) If a ridge vent or cap is present, then remove to fit over cupola flashing. Additional cap flashing may be installed over ridge on the inside of the cupola.

### Prepare Roof - Ventilation or accessibility

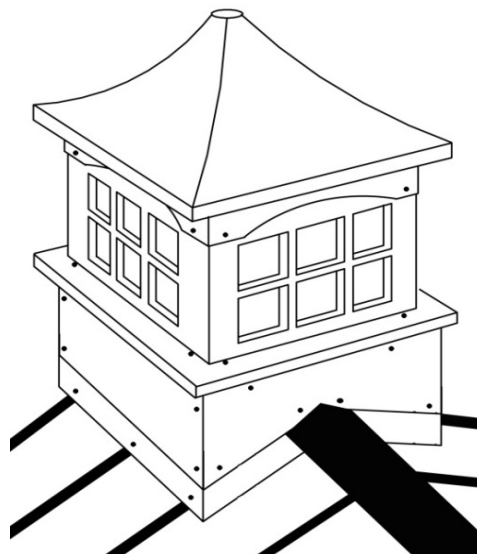
If your cupola will be used for ventilation or accessibility, cut an opening in the roof, leaving a 5"- 6" minimum around the inside perimeter of the cupola base, making sure to leave shingles or other roofing material intact inside cupola base. (Additional flashing or caulking must be used as illustrated in step #5 )

**Remove roofing & sheathing only. Do not cut ridge or rafters.**

### 5. Attach cupola base to roof.

It is recommended to install the cupola before any ridge cap or ridge vent is in place. If ridge caps have already been installed they will have to be removed where cupola will be installed. If mounting on a metal roof, apply closure strips where the cupola flashing will be installed. Install cupola base on roof and attach flashing to roof, with 1" hex head screws (provided) If installed on a metal (ribbed) roof insert a screw on every rib. Now attach the ridge cap over the cupola flashing.

**Note:** When mounting for Ventilation or Accessibility you will want to apply roofing sealant & flashing to seal the sides of the cupola base to the roof. Leave a small area in the 2 lower sides unsealed to allow any water to drain. Also apply a bead of caulk to the top edge of the cupola base before attaching the mid-section.



### 6. Mounting & Assembly

For added support you may install additional 2x4 blocks on the inside of the cupola base to the roof. After the cupola base has been installed, attach the mid-section to the base, and the top to the mid-section using the screws (provided) in the pre-drilled holes. Apply silicone caulk to all exposed screw heads.

**Note:** For cupolas 60" and larger it is recommended to install additional curbing - support on the inside of the cupola base.

For more details on curb framing & flashing details, watch the videos by visiting our YouTube channel at:

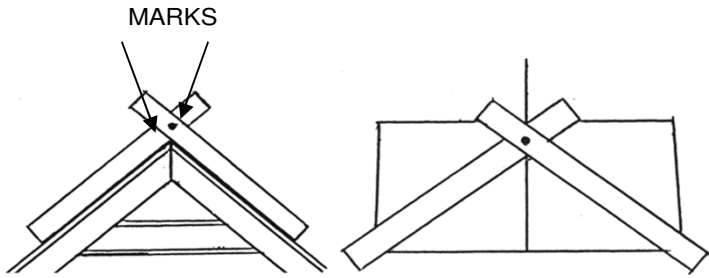
[www.youtube.com/royalcrowneoutdooraccents](http://www.youtube.com/royalcrowneoutdooraccents)  
or visit our website at: [www.RoyalCrowne.com](http://www.RoyalCrowne.com)

Manufacturer is not responsible for weather related damage under severe conditions.

Manufacturer is not responsible for any issues if installed differently than these specs.

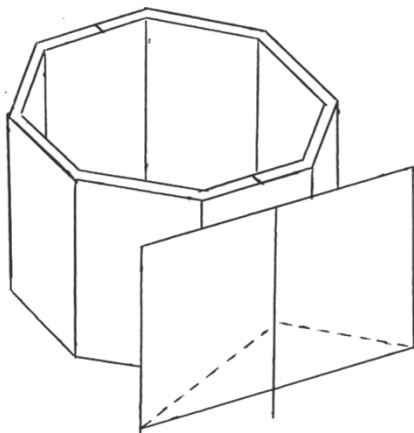
# OCTAGON CUPOLA INSTALLATION INSTRUCTIONS

g.)



## 1. Determine Your Roof Pitch

Screw two boards together so they pivot. Straddle the roof with each board as shown, making sure each side is flat against the roof and the center is at the center of the peak. Mark the boards & apply another screw. This becomes your cutting template. Cut a piece of cardboard the size of your cupola base. (Example: If your cupola measures 42" wide from flat side to flat side and is 17" high, the cardboard should be cut at 17" x 42".)



## 2. Mark the Cupola Base

Draw a centerline on the cardboard template. Using your cutting template, make a line from each corner to the centerline. This will be your cutting line. Start cuts at corners and end at center. After marking and cutting the cardboard, line up the centerline with a center mark on the two opposing sides of your cupola base and trace the cutout lines. Now connect these marks with the corners of the adjacent base panels. Your base should now be ready to cut.

Note: For mounting on a metal roof you may need to cut your cupola base to fit down over the metal ribs or seams.

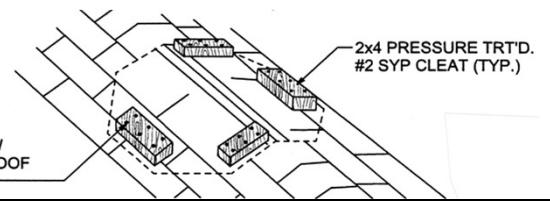
## 3. Prepare Roof - Decorative (Recommended)

There is no preparation necessary to your roof if your cupola is to be installed for decoration only. (Recommended) If a ridge vent is present then cut out your cupola base to fit around the ridge vent, or remove the ridge vent where you cupola will sit and replace with cap shingles.

### Prepare Roof - Ventilation or accessibility

If your cupola will be used for ventilation or accessibility, cut an opening in the roof, leaving a 5"- 6" minimum around the inside perimeter of the cupola base, making sure to leave shingles or other roofing material intact inside cupola base. (Additional flashing or caulking must be used as illustrated in step #5 )

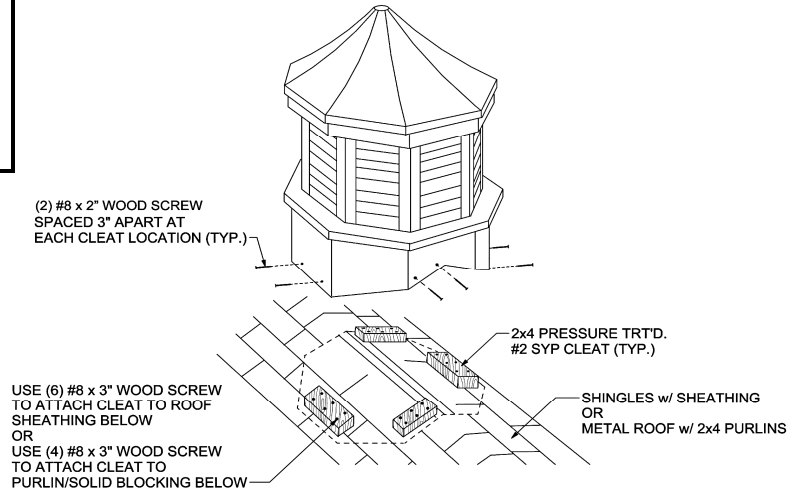
**Cut shingles & sheathing only. Do not cut ridge or rafters.**



## 4. Position

Position pieces of 2x4s on sides (shown) to be snug against the inside walls of the cupola base. Screw them into the roof.

**Note: For cupolas 60" and larger it is recommended to install additional curbing - support on the inside of the cupola base.**



### CUPOLA TO ROOF ATTACHMENT

## 5. Mounting & Assembly

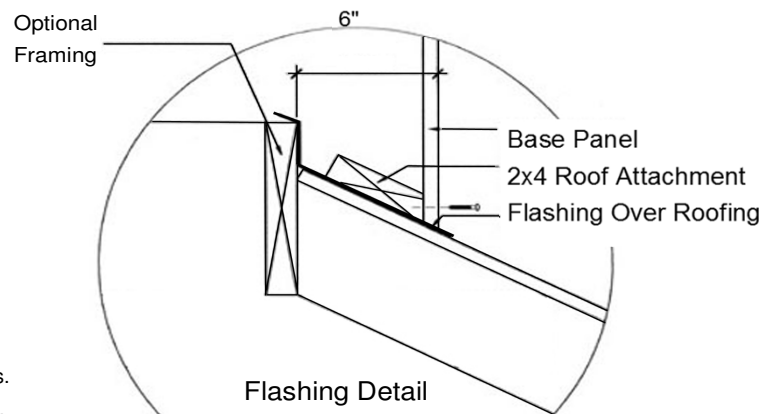
Attach the base to the 2x4s. Once the base is secured to the roof, use silicone caulk to seal the sides of the base sections. Leave an area in the 2 lower edges unsealed to allow any water to drain. Now attach the mid-section to the base, and the top to the mid-section using the screws (provided) in the pre-drilled holes. Apply silicone caulk to all exposed screw heads.

**Note:** When mounting for Ventilation or Accessibility you will want to apply roofing sealant & flashing to seal the sides of the cupola base to the roof. Leave an area in the 2 lower sides unsealed to allow any water to drain. Also apply a bead of caulk to the top edge of the cupola base before attaching the mid-section.

For more details on curb framing & flashing details, watch the videos by visiting our YouTube channel at:

[www.youtube.com/royalcrowneoutdooraccents](http://www.youtube.com/royalcrowneoutdooraccents)

or visit our website at: [www.RoyalCrowne.com](http://www.RoyalCrowne.com)



Manufacturer is not responsible for weather related damage under severe conditions.  
Manufacturer is not responsible for any issues if installed differently than these specs.