

COMMERCIAL ROOFING REPLACEMENT

- A Building Permit is required for all roof covering replacements on commercial properties. The permit **MUST** be obtained PRIOR to starting work.
- Along with the completed Building Permit Application, submit:
 - The *Commercial Roofing - General Scope of Work* form (**MUST** be included with the application).
 - Additional information may be required by the plan reviewer.
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.
- **Failure to comply may result in the requirement to remove roofing materials, penalty fees, and/or a license investigation under Minnesota Statute 326B.84.**

PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:
POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

- **MUST** schedule during office hours **AT LEAST** one business day prior to required inspection. If a specific date and/or time will be required, more notice may be needed – please plan ahead. A re-inspection fee may be charged for failure to cancel an inspection for which you are not ready, or for failure to pass an inspection.
- Office Hours: Monday - Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Inspections: See your permit card to determine which of the following inspections are required for your project. **You or your representative must be present.**

- **Decking:** before covering.
- **Substrate/Insulation/Underlayment:** before covering.
- **Final:** After project is complete.

Warning: The inspector may issue an order to remove materials to verify compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required, a re-inspection fee will apply. The permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access. The re-inspection will not be conducted if the re-inspection fee is not paid.

Note: For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.

PROJECT CHECKLIST:

The following is a guideline to assist in compliance with the requirements of the MN State Building Code.

- Identify the roof pitch(s) to determine which approved roof covering(s) can be installed

<u>Roof Covering</u>	<u>Pitch Requirements</u>	<u>Roof Covering</u>	<u>Pitch Requirements</u>
Asphalt Shingles	2" rise per 12" run or greater (▲★★)	Metal Roof Panels (lapped, with sealant)	½" rise per 12" run or greater
Clay/Concrete Tile	2½" rise per 12" run or greater (★★)	Metal Roof Panels (standing seam)	¼" rise per 12" run or greater
Wood Shingles/Shakes	3" rise per 12" run or greater (▲★)	Modified Bitumen Roofing	¼" rise per 12" run or greater
Metal Shingles	3" rise per 12" run or greater (▲★)	Thermoset Single-ply Roofing	¼" rise per 12" run or greater
Metal Roof Panels (lapped, no sealant)	3" rise per 12" run or greater	Thermoplastic Single-ply Roofing	¼" rise per 12" run or greater
Slate Shingles	4" rise per 12" run or greater (▲★)	Liquid-applied Coatings	¼" rise per 12" run or greater
Mineral-surfaced Roll Roofing	1" rise per 12" run or greater	Sprayed Polyurethane Foam Roofing	¼" rise per 12" run or greater

- Remove all prior-existing roof covering materials. You may overlay 1 layer of roof covering materials.
- Make sure the roof decking is in good condition and there are no gaps greater than ¼ inch wide.
- Obtain a separate Building Permit if any structural members need to be repaired, replaced, and/or added.
- ▲ Install the required ice barrier starting at the eaves to a point **no less than 24" beyond the exterior wall** (measured horizontally). Exception: detached structures that are not heated.
- Make sure all flashing is constructed of a minimum 26 gauge galvanized metal.
- Install the front wall, vertical sidewall, soil stack, vent pipe, and/or chimney flashing in accordance with the manufacturer's printed instructions
- Install valley linings and flashing.
- A cricket or saddle is required on all chimneys or penetrations that are more than 30 inches wide (measured perpendicular to the slope).
- ★ Install the required underlayment materials, ensuring the underlayment materials extend to the edges of the roof deck. ***NOTE: Roofs with pitches of less than 4:12 require underlayment to be applied with a 19" strip along the eave and then 36" strips lapped a minimum of 19". Please call if you need additional information.**
- Ensure all roof covering materials are installed in accordance with the manufacturers' installation instructions.
- Ensure all venting terminations extend through the roof deck and are properly flashed.
- Ensure the minimum attic ventilation is provided.
How to calculate the minimum required attic ventilation:
 1. When soffit venting is provided, 1 sq. ft. of ventilation opening for every 300 sq. ft. of attic space is required (20%-50% of the net required ventilation opening must be located in the soffit).
 2. When no soffit venting is provided, 1 sq. ft. of ventilation opening for every 150 sq. ft. of attic space is required.
- All removed and excess roofing materials must be disposed of at an MPCA approved landfill.

Commercial Roofing Replacement - General Scope of Work

Answer all questions and submit with your permit application.

1. What is the total area of the roof in square feet? _____ sq. ft.
2. What is/are the roof pitch(es)? _____:_____ _____:_____ _____:_____
3. Is there an attic or unconditioned space between the interior ceiling and the roof deck?
 (circle one) Yes / No
4. Will you be replacing or repairing anything other than the roof covering? (circle one) Yes / No
5. **If you answered "yes" to question 4**, identify what will be replaced or repaired.

6. What is/are the existing roof covering(s)?

7. Will you be removing the existing roof covering? (circle one) Yes / No
8. Will you be reusing any of the existing materials? (circle one) Yes / No
9. **If you answered "yes" to question 8**, identify all of the materials that will be reused (i.e. flashing, insulation, etc.) _____

10. List all of the new roof covering materials that will be installed.

11. Is there soffit venting? (circle one) Yes / No
12. Identify venting type, how many vents will be installed, and the vent opening size(es)?
 - Ridge Venting: _____ wide x _____ long
 - Roof Vents: _____ 8" x 8" _____ 10" x 10" _____ x _____
 - Mechanical: _____
 - Other: _____



2415 Wilshire Blvd
Mound, MN 55364
Phone 952-472-0607
Fax 952-472-0620

BUILDING PERMIT

Handout Given

Lead Handout Given

SITE ADDRESS: _____ PID: _____

- 1) Was the home constructed before 1978? (YES , continue with line 2, NO continue without completing EPA Section)
- 2) Will the work disturb ≥6 sq ft of interior painted surfaces or ≥20 sq ft of exterior painted surfaces? (YES go to line 4, NO line 3)
- 3) Are there any windows being replaced? (YES , go to line 4, NO continue without completing EPA Section)
- 4) Has this home been Certified Lead Free? (YES , you MUST Attach Certification Information, NO complete line 5)
- 5) EPA Contractor Certification Number: NAT -

PROPERTY OWNER: _____ Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Contact Name: _____ Phone: _____

CONTRACTOR: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Contractor License No: _____ Contact Name: _____ Phone: _____

Email: _____

ARCHITECT: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____ Contact Name: _____ Phone: _____

TYPE OF WORK: New Construction Deck Re-Roof

Commercial Residential Change of Use Pool Re-Side

EST. VALUATION OF WORK Finish Basement Retaining Wall Shed _____

\$ _____ Remodel Porch Window/Door Replacement

Square feet: Addition Demolition # being replaced _____

Garage-Attached/Detach Misc Other Misc Other

Accessory Structure

Detailed Description of Work: _____

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the Zoning Administrator or designee and the Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the Municipality and the laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work. Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection, will be subject to a penalty.

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINTED NAME: _____ Owner Contractor Owner's Representative

OCCUP. TYPE: _____ CONST. TYPE: _____ CODE: _____ BLDG SPRINKLED Yes / No

VALUATION: \$ _____ COPIED _____ APPROVED _____

Permit Fee: \$ _____

Plan Review Fee: \$ _____

State Surcharge: \$ _____

Site Inspection Fee: \$ _____

S.E.C. Fee: \$ _____

Investigation fee / Other Fee: \$ _____

Copy Charge (\$.25 per 8.5 x11 page) \$ _____

License Check (\$5) / Lead Check (\$5) \$ _____

Sub Total \$ _____

Special Conditions/Required Setbacks: _____

Building Approval By: _____ DATE: _____

Printed Building Approval By: _____ License Verification Lead Verification - Checked By: _____

City Approval By: _____ DATE: _____

Information supplied on this form will be considered public according to the MN Government Data Practices Act. See reverse side for an important statement regarding Indian Mounds.

TO BE FILLED OUT BY APPLICANT - INCOMPLETE APPS MAY NOT BE PROCESSED

OFFICE USE ONLY