

## COMMERCIAL ROOFING REPLACEMENT

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- Materials and installation must comply with the current Minnesota State Building Code and the manufacturers' installation specifications for each product.
- A Building Permit is required for all roof covering replacements on commercial properties. The permit **MUST** be obtained PRIOR to starting work.

**BUILDING Permit Submittal shall include:** (Please upload the following)

- **Commercial Roofing Replacement - General Scope of Work** (included in this handout).
- **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:

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

**Inspections:** (Refer to your permit card regarding project-specific inspections.) **You or your representative must be present at inspection.**

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

**NOTICE:** Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

**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](mailto: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

Roof Covering	Pitch Requirements	Roof Covering	Pitch Requirements
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: Not required for 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, 1sq. 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.

Site Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

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? Yes  
No
4. Will you be replacing or repairing anything other than the roof covering? 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? Yes No
8. Will you be reusing any of the existing materials? 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?(check one) Yes No

12. Identify venting type, how many vents will be installed, and the vent opening size(s)?

Ridge Venting: \_\_\_\_\_ wide x \_\_\_\_\_ long

Roof Vents: \_\_\_\_\_ 8" x 8" \_\_\_\_\_ 10" x 10" \_\_\_\_\_ x \_\_\_\_\_

Mechanical: \_\_\_\_\_

Other: \_\_\_\_\_