



2415 Wilshire Blvd
 Mound, MN 55364
 Phone 952-4720607
 Fax 952-472-0620

**RESIDENTIAL MAINTENANCE
 PERMIT APPLICATION**

PERMIT NUMBER _____

Received on: _____

SITE ADDRESS: _____ PID: _____

- 1) Was the home constructed before 1978? (YES , continue with line 2, NO Skip questions 2-5
- 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 Skip questions 4-5
- 4) Has this home been Certified Lead Free? (YES , you must attach certification information, NO complete line 5)
- 5) EPA Contractor Certification Number: _____

PROPERTY OWNER:			Address:
City:	State:	Zip:	Email:
Contact Name:			Phone:

This permit is for replacing a previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done.

PERMIT TYPE (one project per permit)

Building: Roofing Siding (Does not include EIFS, Exterior Plaster Veneers) Window/Door Replacement (no change in opening)

Plumbing: Softener Change-out Water Heater One Fixture Replacement Other _____

Mechanical: Furnace Air Cond. Fireplace Garage Unit Heater Other _____

If applicant is property owner

Building Contractor Name: _____ Contractors Lic. # _____

Plumbing Contractor Name: _____ Contractors Lic. # _____

Mechanical Contractor Name: _____ Mech. Bond # _____

Contractor Address: _____ Phone: _____

Lead Certification # _____ N/A Valuation of Work: \$ _____

Work Description: _____

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, and the Building Official or their 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 the manufacturers installation requirements 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: _____

OFFICE USE ONLY

Re-Roof: \$75.00 Fee Re-Side: \$75.00 Fee Re-Door: \$75.00 Fee Re-Window: \$75.00 Fee
 Mechanical: \$40.00 Fee Plumbing: \$40.00 Fee

Total Permit Fee: _____
 State Surcharge: _____
 License Verification Fee: _____
 Lead Certification Verification Fee: _____

Lead Cert. Verified

If applicable:
 Contractor Lic. Verified

Total Due: _____

Building Official or Designee: _____ Date: _____

Comments: _____

Print

Submit

RESIDENTIAL ROOFING REPLACEMENT

- Residential roofing replacement permits are issued over the counter at the municipality office.
- **VALID** for single-family homes, duplexes, and townhomes. (Does NOT include condominiums, apartment complexes, and commercial properties.)
- **NOT VALID** for repairs, replacement, removal, or installation of any structural members.
- Each address requires a separate permit.
- All materials and the installation of all materials must comply with the Minnesota State Residential Code and the manufacturers' installation specifications for each product.

PERMIT CARD (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

In-Progress Inspection: An inspection must be performed prior to the completion of the project unless otherwise approved. Ideally, the inspection should take place when the tear-off is done and the underlayment and ice barrier are applied and not yet fully covered by roof covering. (The taking of photographs showing decking, ice barrier, underlayment, and flashing is always a good idea, but is NOT a substitute for the required inspection.) See notes on Page 2 regarding installing roofing materials over one existing layer.

- ✓ Your representative must be on site, able to communicate with the inspector, and provide access to the roof (ladder).
- ✓ You must have all installation instructions on site.
- ✓ Asphalt shingles must be Class D, or Class F using ASTM D3161 for 90 MPH minimum wind resistance, and verification must be provided at time of inspection.
- ✓ Failure to comply with inspection and installation requirements may result in: 1) the requirement to remove materials, 2) penalty fees, and/or 3) a license investigation under Minnesota Statute 326B.84.

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: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued.

Note: To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

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.

When new roof covering is to be installed over one layer of existing covering, an initial inspection prior to covering will need to be completed to verify that only one layer is being covered and compliance with R907.3 is being met:

R907.3 Re-covering versus replacement. New roof coverings shall not be installed without first removing all existing layers of roof coverings where any of the following conditions exist:

1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

A re-inspection and re-inspection fee will be required if the original roofing is determined to be inadequate.

PROJECT CHECKLIST:

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

- Identify the roof pitch(es) 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

- Make sure the roof decking is in good condition and there are no gaps greater than ¼" wide; Roof sheathing shall be checked prior to re-roofing and repaired or replaced if rotted or unsound. Replacement sheathing shall conform to the requirements of the Building Code and the manufacturer of the product.
- Obtain a 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" inside the interior of the exterior wall** (measured horizontally). (Exception: detached structures that are not heated.)
- Make sure all flashing is constructed of a minimum 26-gauge, corrosion-resistant sheet metal.
- Install the front wall, vertical sidewall, soil stack, vent pipe, and/or chimney flashing in accordance with the manufacturer's printed instructions. Apply counter flashing in a shingle-like fashion.
- Install valley linings and flashing.
- A cricket or saddle is required on all chimneys or penetrations that are more than 30" wide (measured parallel to ridge). See R1003.20 Table – 2015 MN State Residential Code.
- ★ Install the required underlayment materials, ensuring the underlayment materials extend to the edges of the roof deck. *(For Asphalt Shingles - Roofs with pitches of 2:12 up to, but not including, 4:12 have double underlayment requirements. First, apply 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 cross-ventilation is provided.
How to calculate the minimum required attic ventilation:
 1. When soffit/eave venting is provided, 1 sq. ft. minimum of net free ventilation area shall be provided for every 300 sq. ft. of attic area (40%-50% of the net required ventilation opening must be located in the upper portion of the roof, no more than 3' below the ridge). The remaining ventilation must be located in the eave/soffit.
 2. When less than 50% of the required ventilation is provided in the eave/soffit, 1 sq. ft. minimum of net free ventilation area shall be provided for every 150 sq. ft. of attic area.

- All removed and excess roofing materials must be disposed of at an MPCA-approved landfill.

BUILDING PERMIT APPLICANT: PROPERTY OWNER

I, _____, understand that the State of Minnesota requires that all
Property Owner

residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. This license requirement applies to owners of residential real estate who build or improve such property for purposes of speculation or resale.

By signing this document, I attest to the fact that I am improving this house for my own use and am not building or improving this house for the purpose of reselling it. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building or remodeling on speculation or for resale and that the house for which I am applying for this permit, located at:

Property Address

Mound, is the only residential structure I have built or improved in the past 24 months.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minn. Stat. §326B.082, subd. 16 and can also result in a fine of up to \$10,000. I further state that I understand that the filing of a false statement with the City of Mound may also result in criminal prosecution and/or civil penalties pursuant to applicable city ordinances and/or state statutes.

I have also been informed and acknowledge that by listing myself as the contractor for this project, I alone will be responsible to the City of Mound for compliance with all applicable building codes and city ordinances in connection with the work being performed on this property. **I also understand that if I hire an unlicensed contractor, my only recourse in the event I have a dispute with my contractor will be to pursue private civil action (lawsuit) against the contractor, and that even if I am successful in a lawsuit, I will not be able to make a claim for compensation from the Contractor Recovery Fund, the state's consumer protection program for licensed contractors.**

Signature

Date

For questions or information on contractor licensing, or to check the licensing status and enforcement history of a particular contractor, call the Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, at (651) 284-5069 or 1-800-657-3944, or visit their web site at: www.dli.mn.gov/CCLD/RBC.

RESIDENTIAL WINDOW/DOOR REPLACEMENT

- Residential window and door replacement permits are issued over the counter at the municipality office. No permit is required to replace broken glass in an existing sash.
- **VALID** for single-family homes, duplexes, and townhomes. (Does NOT include condominiums, apartment complexes, and commercial properties.)
- Each address requires a separate permit.
- Contractor must be EPA Certified IF home was constructed before 1978 (see application).
- Replacement windows/doors must be the **SAME SIZE**. In Sleeping Rooms, the **unobstructed open area of the window, when fully open, may NOT be reduced**.
- If window size is being changed or if framing is being added or removed, a separate framing permit is required. When replacing a window opening with a bay window, a framing permit is required.
- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturers' installation specifications for each product.

PERMIT CARD (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

Inspection: For window replacements, an inspection is required *prior to the installation of any interior trim*. For window inserts, an inspection is required *after the work has been completed*.

- ✓ Access to the interior of the structure must be provided by someone 18 years of age or older.
- ✓ The required smoke and carbon monoxide detectors must be installed and functioning. (See "Notice" on third page of handout.)
- ✓ Provide photographs of the original sleeping room windows, and identify each window's original location.
- ✓ See Project Checklist (following) for additional requirements.
- ✓ **Failure to comply with inspection and installation requirements may result in: 1) the requirement to remove materials, 2) penalty fees, and/or 3) a license investigation under Minnesota Statute 326B.84.**

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: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the Municipality before a permit can be issued.

Note: To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

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.

- If replacing a window in a sleeping room, refer to egress window handout.
- Smoke and Carbon Monoxide detectors are required. (See "Notice" on next page.)
- Flashing shall be installed at the head and sides of exterior window and door openings and shall extend to the surface of the exterior wall finish or to the water-resistive barrier for subsequent drainage.
 - ASTM certification sheet is required if no drip cap flashing is installed (ASTM E331).
 - Fenestration installation instructions must be provided for each window/door.
- Energy efficiency requirements:
 - U-Factor for windows must not be greater than .32.
 - U-Factor for skylights must not be greater than .55.
 - Windows must have U-Factor sticker in place at the time of inspection.

REQUIRED SAFETY GLAZING LOCATIONS		
R308.4	Location	Exceptions
.1	Glazing in fixed or operable panels of swinging, sliding, or bi-fold doors	1. Openings that would prevent passage of a 3 in. sphere 2. Decorative glass
.2	Glazing where any part of glass is within 24 in. arc of the operable door in closed position & <60 in. above floor or standing surface	1. Decorative glass 2. When protected by intervening wall or barrier 3. Glass perpendicular to door on latch side 4. When door only serves closet ≤3 ft. deep (reach-in closet) 5. Glass adjacent to fixed side of patio doors
.3	Walk-through hazard >9 sq. ft. & lowest edge <18 in. from walking surface & upper edge >36 in. above walking surface & ≤3 ft. horizontal from walking surface	1. Decorative glass 2. When protected by min 1 ½ in. high horizontal rail, 34 – 3" above walking surface. Rail must resist 50 lb. force per linear foot w/o contacting glass 3. Outboard panes ≥25 ft. above grade, roof, or other surface
.4	Guards, Railings, and guard infill components	none
.5	Walls, enclosures, or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bath tubs, showers, swimming pools where the bottom exposed edge of the glazing is <60" measured vertically above any standing or walking surface	1. Glazing > 60", measured horizontally, in a straight line, from the water's edge of a bathtub, hot tub, spa, whirlpool, or swimming pool
.6	Glass adjacent to stairways, landings & ramps within 36 in. horizontally of walking surface & <60 in. above walking surface	1. When protected by min 1 ½ in. high horizontal rail 34-38 in. above walking surface w/rail above to resist 50 lb. force w/o contacting glass 2. When >18 in. horizontally from a railing meeting req's of an open-stair guard 3. When solid vertical surfaces installed 34-36 in. above walking surface & top of solid surface resists same loads as a guard
.7	Glass within 60 in. horizontally of bottom tread of stair in any direction when glass <60 in. above nose of tread	Same as exceptions .2 & .3 to item .6

NOTICE

The improvements that you are undertaking require that, prior to receiving approval for your final inspection, we inspect your property for the proper installation of smoke detectors as required by MN Statute 299F.362 and MN State Building Code chapter 1309.0314, and/or carbon monoxide detectors as required by MN Statute 299F.51 and MSBC chapter 1309.0315. If the safety devices are not present, properly installed, and functional in your home, we will not be able to close your permit. In addition, a "re-inspection fee" will be charged for our re-inspection to verify the presence, placement, and proper functioning of these required safety devices.

This notice is intended to inform you of the existing requirements and is provided at the onset of your project in an effort to minimize any additional inconvenience or cost associated with the re-inspection.

A handout is available by fax or email to assist you in completing these required installations properly. If you have any additional questions, please call our office at 952-442-7520 or 888-446-1801. Smoke detectors should be replaced every 10 years.

Thank you in advance for your cooperation!

Scott Qualle

Building Official

Requirements for Smoke and Carbon Monoxide Detectors

Smoke Detectors are required in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, and on each story of the dwelling. Wall mounted detectors should be located inside an area not more than 12" and not less than 4" from the ceiling. Ceiling mounted detectors should be no closer than 4" from a side wall or peak of a vaulted ceiling.

Carbon Monoxide detectors are to be located within 10' and on the same story of each room lawfully used for sleeping purposes. This requirement applies to all homes with fuel fired appliances or attached garages. Carbon monoxide detectors should be replaced every 6 years or per mfg. installation instructions.