MNSPECT LLC
HELPING YOU COMPLY WITH THE CODE

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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 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.