

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.