



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
Phone: (763) 367-7844 • Fax: (763) 434-9578

## PERMIT APPLICATION FOR RESIDENTIAL RE-ROOFING

JOB ADDRESS: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor (If being used): \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contractors Lic. #: \_\_\_\_\_

(If permit applications and payment are mailed into City Hall, than the issued permit will be email to this email address)

**Type of roofing to be used:**     Asphalt     Residential Steel     Other \_\_\_\_\_

- Shingles must be wind rated for at least 90 mph.
- If using steel roofing, than you must have the Manufacturer's Installation Instructions on site for the final inspection. The Manufacturer's Installation Instructions must say that the steel product is approved for residential use. Pictures of the installation process are required in lieu of ice and water shield pictures.
- Pictures of the Ice and Water Shield will be required at the final inspection. **We do not accept emailed pictures.** Either print them off and have available for the final inspection, or schedule the inspection so that you are able to meet our inspector at the job site and show him the pictures of the Ice and Water Shield on your phone/camera.

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND A/C, FIREPLACE, AND FIRE SPRINKLERS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

**TOTAL AMOUNT DUE: \$102.00**

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER (IF OWNER IS BUILDING) \_\_\_\_\_ DATE \_\_\_\_\_

Revision Date: 10/15/2018

## RESIDENTIAL ROOFING REQUIREMENTS

- Fill out Permit Application.
- Asphalt shingles shall be used only on roof slopes of 2 units vertical in 12 units horizontal or greater.
- Flashing against a vertical sidewall shall be by step-flashing, kick-out flashing is required to divert water away from walls.
- A cricket or saddle shall be installed for any chimney or penetration more than 30 inches wide, and shall be sheet metal or of the same material as the roof covering.
- Roof Ice Barrier underlayment shall extend at least 24 inches inside the exterior wall line of the building. Exception: Detached accessory buildings that contain no conditioned space.
- Fasteners for asphalt shingles shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12 gauge shank with a minimum 3/8 inch diameter head and a length to penetrate through the roofing materials and 3/4 inch into the roof sheathing. Staples only permitted if approved by the manufacturer. Shingles shall have the minimum number of fasteners required by the manufacturer. Normal application requires not less than four fasteners per strip shingle or two fasteners per individual shingle.
- Roof ventilation is required. Minimum of 1/150 of the area requires ventilation, or 1/300 is permitted provided at least 50 percent of the ventilation is provided by vent openings in the eaves.
- Photos of the Ice Barrier underlayment can remain on-site and taped to the front door. When the project is finished please call the Building Inspector at (763) 367-7844 for a final inspection.

Residential Roofing Permit Fee \$102.00, includes surcharge.