

*A building permit and plan review is required for the replacement, repair and/or overlay of commercial roofs. The permit fee for a commercial reroof is based on the valuation of the project and includes plan review fees. Please call us at (763) 569-3344 for permit fee computation. All projects require design by a licensed professional in the State of Minnesota (State Statute 326).*

## **BUILDING PERMIT SUBMITTAL REQUIREMENTS**

When submitting an application for approval, two copies of the following items must be included with the building permit application:

- A full written scope of the project.
  - A roof plan drawn to scale with the roof drainage plan. The roof plan must show all mechanical units, pipe penetrations, sleeper curbs and other item's locations and must show roof drainage plan including scuppers.
  - A drawing/section view of the new installation system, including structural components of the existing roof. Include minimum details of roof edge and wall/roof intersections.
  - A listing of each specific manufacturer's product being installed.
  - The flame spread documentation for any foam products being installed.
- A plan signed and stamped by a licensed professional.
  - The proposed R Value.
  - The thickness of all products being installed.
  - The fire tested assembly number designation. (U. L., Factory Mutual, ICC)
  - Any documentation from Minnesota registered structural engineer
  - Copy of the manufacturer's installation recommendation and instructions.



**When applying for a building permit for a Commercial Reroof, please complete the following questions and submit with the permit application.**

Property Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

1. Are all the existing roofing materials being removed to the structural deck? \_\_\_\_\_
2. What is the size (sq. feet) of the existing roof? \_\_\_\_\_
3. How many sq. feet are being replaced? \_\_\_\_\_
4. What type of roofing system current exists? (Build-up, Membrane or other)  
\_\_\_\_\_
5. What type of roofing system is proposed? (Build-up, Membrane or other)  
\_\_\_\_\_
6. Will the new roofing materials reduce or increase the current dead load? \_\_\_\_\_
7. If loading is to be increased, has a structural engineer been hired to review all allowable loads?  
\_\_\_\_\_ If yes, attach an Engineer's report.
8. Are any new drainage devices being added or altered as part of the re-roof? \_\_\_\_\_
9. Per International Building Code Table 1505.1, what class designation is the new roof system?  
\_\_\_\_\_
10. What overall R-value will the new roof produce? \_\_\_\_\_
11. Will any electrical, plumbing, gas or mechanical items on the existing roof need to be disconnected and reconnected as part of the re-roof? \_\_\_\_\_
12. Are any electrical, plumbing, gas or mechanical items being replaced in conjunction with the re-roof? \_\_\_\_\_ If Yes, please list items. \_\_\_\_\_  
\_\_\_\_\_

## Contact Information

### Schedule an Inspection

Building & Community Standards  
(763) 569-3344

### General Information

Building & Community Standards  
(763) 569-3330

*This brochure contains general information and is intended as a guide. Other regulations and requirements may apply. City codes, handouts and additional information are available on the City website or by contacting City staff.*

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