MNSPECT LLC
HELPING YOU COMPLY WITH THE CODE

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RESIDENTIAL ROOFING REPLACEMENT

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- Materials and installation must comply with the current Minnesota State Building Code and the manufacturers' installation specifications for each product.
- Residential roofing replacement permits are issued over the counter at the municipality office.
- This handout is **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.

PERMIT CARD (throughout the project) shall be:

POSTED prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

INSPECTION REQUIREMENTS:

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **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 (see Page 3 for details). 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 meet ASTM D7158 or ASTM D 3161 and comply with Table R905.2.4.1 of the current MRC for class and minimum wind resistance. **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.**

NOTICE: Construction or work for which a permit is required shall be subject to inspection by the Building Official, and such **construction or work shall remain accessible and exposed for inspection purposes until approved.** It is the responsibility of the permit applicant to be in attendance on site and provide access to the Building Official for all required inspections. If work is concealed and/or work is not complete at time of inspection, an additional inspection is required and a **reinspection fee may apply.**

Note: The State of Minnesota requires all residential building contractors, remodelers, roofers, plumbers, and electricians to obtain a state license, unless they qualify for a specific exemption. 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 will be issued.

Note: To determine contractor requirements, or to check the licensing status of a contractor, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

Note: For specific code requirements, 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 R908.3.1 is being met:

R908.3.1 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.

☐ The home address must be visible from the street.
☐ 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 that exceed the manufacturer's installation instructions for the roof covering used. 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 Figure R1003.20 and Table R1003.20 – current 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". End laps shall be 4" and offset by 6'. 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:

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.

INSPECTION PROCEDURES FOR REROOF PROJECTS

APPLIES FOR THE INSTALLATION OF **ASPHALT SHINGLES** ONLY

The building code requires an inspection to close all permits. The appropriate time to verify compliance and discuss the project is while the work is "in progress." As a result, **we require the contractor to call us at (952) 442-7520 <u>at least</u> one day prior to starting the work to schedule a half-way inspection (while the work is underway).**

If, and only if, we are unable to provide an inspector while the project is underway, we will authorize you to take photos and provide them at the final inspection, which will require you to provide the photos at the job site. If the inspector who visits the worksite determines that the supplied pictures are not conclusive, you will be required to meet our inspector on-site and to provide access to the roof. Should this be required, a reinspection fee will apply.

<u>At the time of the inspection, you must provide the following photos</u>:

NOTE: Photos shall identify that the roof is of the house being worked on (i.e. photos should include identifying features such as the yard, driveway, house siding, etc.).

- ✓ Decking with nothing on it – all sides/planes of the roof
- ✓ Ice/water guard – photos taken BEFORE underlayment is added to roof
- ✓ Underlayment – photos taken after installation:
  - All sides/planes of the roof
  - Underlayment shall extend to roof edges
- ✓ Flashing – all required flashing:
  - step flashing,
  - dormer flashing,
  - All other required flashing

<u>Benefits of an in-progress inspection:</u>

- If there is an issue with the work "under" the shingles, it can hopefully be caught prior to covering – saving time and money.
- Pictures are often inconclusive.
- The inspector can communicate directly with the contractor while on site, avoiding the possibility that correction requirements will not be passed on to the contractor.
- If the contractor has a wide range of service it can be inconvenient to return to the site to make any required corrections. An in-progress inspection allows corrections to be made while the contractor is still on site.
- The inspector and the contractor can discuss issues and concerns to ensure that work being done is compliant with the code.

The Inspector's job is to verify a code compliant installation.

In-progress inspections are the best way to do this!

