

## Commercial roof permit requirements

**Required:** One electronic copy of each of the following items must be included with this submittal.

1. Provide a full written scope of the project.
2. Provide shop drawings and a section view of new roofing system, including structural components of the existing roof.
3. Provide the listing (UL, FM, etc.) of each specific manufacturer's product being installed.
4. Provide the flame spread documentation for any foam products being installed.
5. Provide the thickness of all products being installed.
6. Provide the fire tested assembly number designation. (U.L., Factory Mutual, ICC or other)
7. Roof systems shall be designed for wind loads in accordance with the 2015 MSBC Chapter 16 and Sections 1504.2, 1504.3 and 1504.4 for the appropriate category of building. Edge securement shall comply with Section 1504.5 and ANSI/SPRI ES-1.
8. Provide any documentation from a Minnesota registered structural engineer.
9. Provide a copy of the manufacturer's installation instructions for only the specific system being used.
10. Inspection of roof decking required prior to installing any roofing materials.
11. Water from roofs are not allowed to drain upon the public sidewalk.

**Please answer the following questions.**

1. Are all the existing roofing materials being removed to the structural deck?  Yes  No
2. How many square feet is the existing roof? \_\_\_\_\_  
How many square feet are being replaced? \_\_\_\_\_
3. What is the current type of roofing system?  Built-up  Membrane  Other
4. What type of roofing system is proposed?  Built-up  Membrane  Other
5. Will the new roofing materials reduce or increase the current dead load?  
 Increase  Reduce  No change
6. If loading is to be increased, a structural engineer must review and approve the additional loads. Engineer's report attached?  Yes  No  Not applicable
7. Are any new drainage devices being added or altered as part of the re-roof?  Yes  No
8. Per International Building Code Section 1505, what class designation is the new roof system?  
 A  B  C  Non-classified
9. What overall R-value will the new roof produce? \_\_\_\_\_
10. Per International Building Code Sections 2603.4, 2603.4.1 and 2603.10, will a thermal barrier be required as part of the re-roofing project?  Yes  No
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?  Yes  No

Separate permits required for any mechanical, electrical gas or plumbing items being removed or replaced in conjunction with reroofing.