

Re-Roofing Handout and Helpful Information

PERMITS: Permits are required for the removal of existing roofing and installation of new roofing materials. Permits must be obtained prior to starting the work. Permit inspection record cards must be posted on the site in a visible location facing the street.

- **Multi-family, Commercial and Industrial type buildings:** These structures require two sets of plans and/or a scope of work and a materials list which will need to be submitted to the city for review along with a completed permit application. Some plans may require a design professional signature as required in accordance with MN Rules 1800.5900. The permit turnaround time for this work is approximately 3 – 5 business days.
- **One and Two Family dwellings:** A permit can be purchased online at the www.sartellmn.com for this work.

INSPECTIONS:

- **Multi-family, commercial and industrial type buildings:**
 1. Tear-off and roof deck inspection
 2. Insulation (this inspection is not required for buildings with insulated attics).
 3. Ice guard and/or underlayment (felt) installation.
 4. Mid or half-way roofing installation (shingles, rubber membrane, built-up, metal, etc.).
 5. Final
- **One and Two Family Dwellings:**
 1. Mid or half-way inspection (this inspection is preferably done when the tear-off is completed on all or the portion of the roof being done and the ice guard, felt and shingles installation has started).
 2. Final

SCHEDULING THE INSPECTION

Inspections are performed Monday thru Friday 8:00 AM to 3:30 PM. Please call 320-258-7302 to schedule your inspection, 24 hours in advance.

CODE REQUIREMENTS AND ADDITIONAL INFORMATION:

- New roof coverings shall be materials which are approved by city ordinance and must **not** be sheet type corrugated or ribbed metal with exposed fasteners.
- New roof coverings consisting of wood shakes, slate, clay, cement or asbestos-cement tile shall not be installed over existing roof coverings.

- For asphalt shingles, new coverings shall not be installed over two or more existing layers of roof coverings, the existing roof coverings are water soaked or not adequate as a base for the new roof covering.
- The existing structural roof components must be capable of supporting the new roof covering system including the material and any equipment that will be installed. A licensed structural engineer may be required to evaluate any or all of the existing structural components prior to the approval of the permit and installation.
- When an existing roof deck or portions of the deck and/or structural components have been damaged by moisture intrusion these damaged components must be replaced prior to installing the new roof covering system. **A building permit may be required for this work.** A structural engineer may be required to evaluate the damage and assist in the design of the repair.
- Existing flashing, metal edging, drain outlets, collars and counter-flashings shall not be re-installed where rusted or damaged.
- Asphalt shingles must be attached to solidly sheathed decks or 1 inch thick nominal boards.
- Asphalt shingles shall be used only on roofs which have a pitch of 2/12 or greater.
- Roofs with a pitch which is less than 4/12 require two layers of felt underlayment.
- An ice barrier must be provided from the lowest edge of the roof to a point 24 inches inside the exterior wall line of the building.
- Valley metal linings in open valleys must be a minimum of 24 inches in width.
- A kick-out flashing shall be installed where the lower portion of a sloped roof stops within the plane of an intersecting wall cladding in such a manner as to divert or kick out water away from the assembly. A kick-out flashing is not required where the roof and siding materials are not both being replaced.
- Roof drains, over flows and scuppers and the extension of plumbing vent piping must be provided in accordance with the State Plumbing Code.
- Roof deck insulation, when being replaced must comply with the State Energy Code.
- Roof coverings shall be installed in accordance with the Minnesota State Building Code and the manufacturers' installation requirements.

The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption. Any person claiming an exemption must provide a copy of the exemption from the Dept. of Labor and Industry before a permit can be issued.

If you have any questions regarding the building code, city zoning ordinance, this information sheet or specifically related to your project, please call the city Building Inspection Department at 320-258-7302.