

This handout is written only as a guide; it is not intended nor shall it be considered a complete set of requirements. Information sheets are available at the City's website at IGHMN.gov.

CALL BEFORE YOU DIG. Contact Gopher State One Call at (651) 454-0002 or www.gopherstateonecall.org for protection against underground utility damage. Contact Gopher State One Call 48 hours before you intend to dig.

The current Minnesota State Building Code is available on the Department of Labor and Industry website.

PERMITS

A permit is required for all roof work. Applications are submitted online.

APPLICATION SUBMITTALS

Residential

Permit fees are due upon permit approval.

Commercial

Fees - Roofing is based on valuation

Commercial roofing requirements see page 3 of this document.

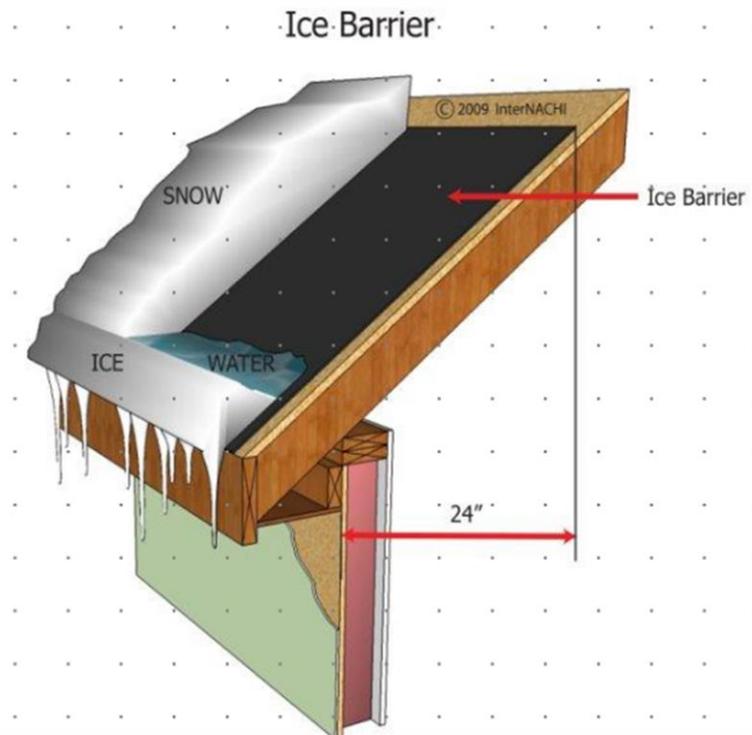
Commercial roofing requires a fillable application form in addition to the online application, and a commercial roofing questionnaire, page 4.

RESIDENTIAL ROOF STANDARDS

Ice and Water Barrier

An ice and water barrier is required on all roofs for asphalt shingles, metal roof shingles, mineral-surfaced roll roofing, slate and slate-type shingles, wood shingles and wood shakes, and shall extend from the edge of the roof 24" past the exterior wall line.

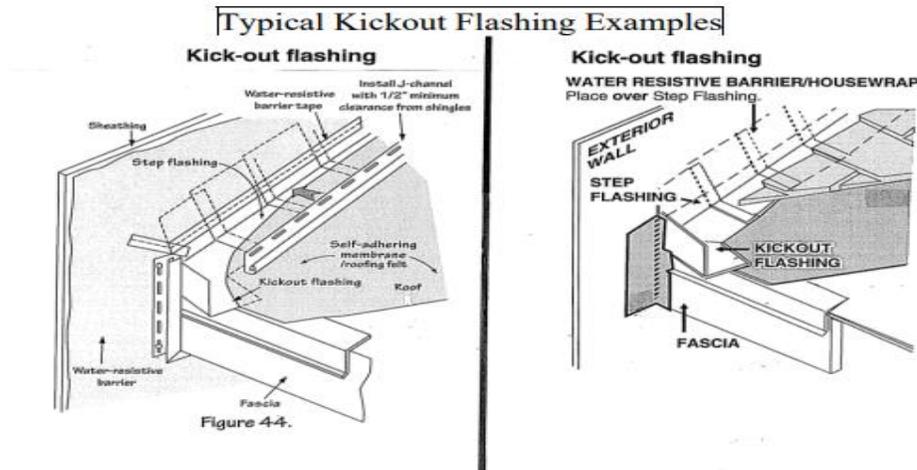
*Exception: ice and water barriers are not required for unheated detached accessory structures.



Ice and Water Barrier

Kick-out flashing/diverters

Kick-out flashing/diverters are required at all roof/wall intersections when simultaneously re-siding and re-roofing existing buildings.



Kickout Flashing Examples

Roof sheathing

Roof sheathing shall be repaired or replaced if rotted or damaged.

Damaged sheathing shall be replaced with new sheathing having a grade stamp and rated for exterior use.

Shingles

Shingles shall be applied per the manufacturer's installation instructions.

Shingles must be labeled for 115 miles per hour wind damage, ASTM D7158 (classification D, G or H) or ASTM D3161 (classification A, D or F).

*This information is intended to be used as a guide only. Please refer to the manufacturer's installation instructions and the building code for a complete set of requirements.

Ventilation

Adequate attic ventilation per the code must be provided. Include vents in enclosed attics and rafter spaces where ceilings are formed. All penetrations (vent pipe, electrical mast) must be properly sealed.

RESIDENTIAL ROOF INSPECTIONS

Once the job is complete, upload ice and water pictures and final roof images with enough information to pass an inspection. Include images of valleys, venting, and wide views of all sides of the roof, one of which includes the house number on the house to verify location. We will not accept printed photos on the job site. Upload images to your permit through IGH online portal.

We will get notification that the images have been uploaded and automatically schedule a final inspection, you do not need to call unless there is a specific day and time you want the inspection.

ROOF SHEATHING REQUIREMENTS

Question: “What is required for roof sheathing when the completion of the tear-off reveals gapped 1x4 (or larger) planking of various dimensions from ½” to 2” or larger?”

Answer: The 2020 Minnesota State Residential Code requires, “Asphalt shingles shall be fastened to solidly sheathed decks or 1-inch thick nominal wood boards (Section R905.2.1, 2020 Minnesota State Residential Code [MSRC]).”

Background: Steve Johnson, Chief Building Official for the City of Inver Grove Heights has been asked to provide a formal interpretation by contractors, homeowners, and insurance companies to establish consistent expectations for bidding and performing work due to the exceptional amount of storm damage repair in the city.

While the 2020 Minnesota State Building Code encompasses a plethora of construction materials and techniques it cannot encapsulate everything in the industry. Furthermore, as a ‘Performance-based Building Code’, the Building Official is responsible for interpreting the ‘intent’ behind the provisions.

Section 1300.0110, DUTIES AND POWERS OF BUILDING OFFICIAL, Subpart 1, states, “The building official is authorized and directed to enforce the provisions of this code. The building official has the authority to render interpretations of the code and adopt policies and procedures in order to clarify the application of the provisions. The interpretations, policies, and procedures shall comply with the intent and purpose of the code. The policies and procedures shall not have the effect of waiving the requirements specifically provided for in the code.”

COMMERCIAL ROOFING INSPECTIONS

- Include specifics: heights, width, weight, and material type.
- Shop drawings/section view of new installation system, including structural components of the existing roof and any documentation from a Minnesota registered structural engineer.
- Manufacturer specifications of product being installed plus installation instructions.
- The flame spread documentation for any foam products being installed.
- The fire tested assembly number designation. (U.L. Factory Mutual, ICC)
- Permit Requirements: Permit Application, Manufacturer Specifications & Installation information, Roofing Questionnaire

COMMERCIAL ROOFING INSPECTIONS

Once the job is complete, schedule an inspection by calling 651-450-2550. Contractor must meet the inspector on site for all commercial roof inspections.

COMMERCIAL ROOFING QUESTIONNAIRE - Upload this page to your online permit.

1. Are all the existing roofing materials being removed to the structural deck? Yes No
2. How many sq. feet is the existing roof? _____
How many sq. feet are being replaced? _____
3. What type of roofing system currently exists? 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, has a structural engineer been hired to review all allowable loads?
*Yes No *If yes, attach an engineer's report
7. Are any new drainage devices being added or altered as part of the re-roof? Yes No
8. Per Minnesota Building Code Table 1505.1 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 Minnesota Building Code Section 2603.4, 2603.4.1, and 2603.4.1.5, 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
12. Are any electrical, plumbing, gas, or mechanical items being replaced along with the re-roof?
Yes No



City of Inver Grove Heights
 Inspections Department
 8150 Barbara Avenue
 Inver Grove Heights, MN 55077
 phone: (651) 450-2550
 email: permits@ighmn.gov

PERMITS & INSPECTIONS

PERMIT APPLICATION

SITE ADDRESS _____

OWNERS NAME _____ Address _____ Phone _____

CONTRACTOR _____ Address _____

LICENSE NUMBER _____ Email _____ Phone _____

PROJECT MANAGER _____ Email _____ Phone _____

ARCHITECT / ENGINEER _____ Email _____

CLASS OF WORK NEW w/Finished Basement w/Deck ADDITION ALTERATION/REMODEL RETAINING WALL

DESCRIBE WORK _____

USE OF BUILDING Single Family Single Family Attached Multi Family Business Educational Government

CONSTRUCTION DATA:

Setbacks: Front _____ Right Side _____ Left Side _____ Rear _____

Structure Height: _____

Square Feet: Basement _____ 1st Floor _____ 2nd Floor _____ 3rd Floor _____

Valuation (Including Labor) _____

Garage _____ Porch _____ Deck _____ Other _____

I acknowledge that this application is complete and accurate, that the work will be in conformance with Local and State Codes, and that work will not start until this permit has been reviewed and approved. I understand that answering 'Yes' will be treated in the same manner as a handwritten signature, for the purpose of validity, enforceability, and admissibility. Click the box if you agree Yes

Name of Contractor or Authorized Agent _____ **Date** _____

NOTICE: This is an application only. Permit will be issued after city approval and payment of fees.

OFFICE USE ONLY	Permit Number	FEE TYPE	AMOUNT
Zoning _____	_____	Contractor's License	_____
Occupancy _____	_____	Building Permit	_____
Type of Construction _____	_____	Plan Review	_____
# Of Stories _____	_____	Surcharge	_____
Bedroom / Dwelling Units _____	_____	Sprinkler / Alarm Permit	_____
Max Occupancy Load _____	_____	Misc. Permits (Sign, Fence)	_____
Sprinklered _____	_____	MCWS SAC Charge	_____
Application Accepted By _____	_____	Sewer Connection Fee	_____
License Number _____	_____	Water Connection Fee	_____
Building Approval _____	_____	Water Treatment Fee	_____
Planning Approval _____	_____	Meter & Reader Sale	_____
Engineering Approval _____	_____	Tax on Meter & Reader	_____
Fire Marshal Approval _____	_____	B-Line Sewer Connection	_____
Approved to Issue By _____	_____	Park Dedication Fees	_____
Date Approved _____	_____	Eagan Utility Connections	_____
SPECIAL CONDITIONS	_____	Other Forms & Fees	_____
_____	_____	TOTAL FEE	_____
_____	_____	Receipt # _____	Date Paid _____
_____	_____		