RE-ROOFING
PERMIT PACKET

Return this completed packet along with your drawings to the Building Department

All information below must be submitted before a building permit can be processed and approved

1. **Building Permit Application form.**
   All information to be filled in
2. **Affidavit.**
   Shall be notarized
3. **Property Owner Waiver**
   Complete only if owner is doing the work
4. **Description of materials**

A roofing permit is required for all dwellings, garages and commercial/business use structures.

For re-roofing of a commercial, industrial or business type structures submit design and material list to Building Official

Residential	
Permit Fee:	$50.00
State Sur-Charge	1.00
Total Fee	$51.00
(submit with application)	

Commercial
[Based on Valuation]
Estimated P.R. Fee: $75.00
(submit with application)

[Fees will be calculated during the review process. Balance will be due and payable when the review process is completed. Overpayments will be refunded.]

[If you proceed with work prior to *applying for or receiving* a permit, you are in violation of the building code, you will be required to uncover/remove items installed and an investigation fee will be charged along with the permit fees. Additional fees and penalties may be administered.]

RETURN ALL APPLICATION DOCUMENTS TO THE CITY HALL
If all information is not received, application will be returned for completion and resubmittal

Indepth Inspection Inc.
1600 Central Ave NE East Grand Forks, MN 56721-0385

Brad Bail, P.E.
Structural Specialist
Phone: (218)773-3423
Direct Line: (218)773-5621
admin@fscps.com

CITY OF ADA
Re-Roofing
Permit Application

SITE ADDRESS: _____ **DATE:** _____

	APPLICANT	CONTRACTOR	OWNER
NAME			
ADDRESS			
TELEPHONE			
LICENCE #			

Size if building:	Commercial or Residential	Type of roofing material:	Attached to Dwelling Yes No
Estimated Valuation: (labor & Materials)	Project Start Date:		Did you receive roofing requirement handout? Yes No

Type of Building being re-roofed: House____ Garage_____ Commercial____ Other _____

Is the existing roofing being taken off? Yes No

Are you replacing sheathing, rafters, roof vents, etc?_____

COMMERICAL PROJECTS- A design of your product construction and material being placed is required to be provided with the permit application at the time of application. A permit will not be issued until all information is received.

When issued, a permit, becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. By signing this permit application, I hereby certify that I have read and examined this application and handouts and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Name [Please Print]	Address	State	Zip

Signature of Applicant (Required)	Phone	Date

CITY USE ONLY

Occupancy:_____ Type: _____ Bldg. Use: _____ Valuation:_____

Permit Fee: _____ Plan Review Fee: _____ State Surcharge: _____

Permit Approved By: _____ Date:_____
Building Official

NOTES:

Date Fees Paid: _____ Amount Paid:_____ Reciept #_____

Permit #_____

AFFIDAVIT

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

ADDRESS OF SITE _____

Date_____

We, the undersigned, being first duly sworn, on oath depose and state based on personal knowledge as follows, to-wit:

1. That we are all the fee owners of the said real estate, or if all of the owners have not personally signed this affidavit below, then a valid power of attorney, conservator or person acting with proper authority as demonstrated by an attached court order for each said person has signed below on their behalf.

2. That we are in approval of the permit application submitted on (date) _____ to the City of _____ for changes, alterations, new building and/or additions to the buildings/land at:
Address: _____
City, State, Zip _____

3. That we are knowledgeable of the permit application design and /or changes to the said property and approve of such work being done on/to the property.

4. That all information contained in the attached permit application submitted herewith is true and correct.

OWNERS

(All owners or those with proper authority as described above)

PRINTED NAME _____ SIGNATURE _____

PRINTED NAME _____ SIGNATURE _____

PRINTED NAME _____ SIGNATURE _____

Subscribed and sworn before me this _____day of _____, 200__.

NOTARY PUBLIC SIGNATURE _____

NOTARY PUBLIC PRINTED NAME _____

Owner to complete and return to:

City of Ada
P.O. Box 32
Ada, MN 56510
Phone: (218)784-5520
Fax: (218)784-2711

Permit Number: _____

Parcel Number: _____

Property Owner Waiver

Minnesota State Contractor Licensing Requirements

The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

_____ _____

Signature or Property Owner *Printed Name of Property Owner*

_____

Project Address

_____

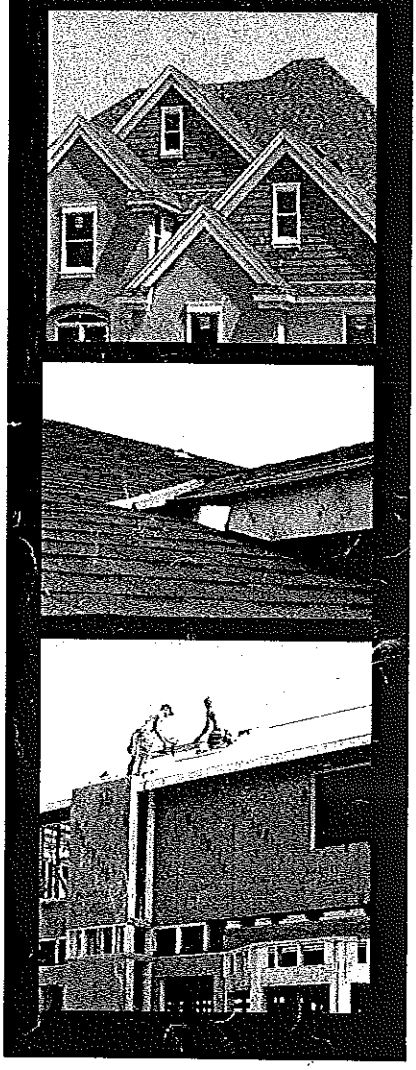
Date

PLEASE RETURN THIS SIGNED WAIVER WITH THE BUILDING PERMIT APPLICATION.

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.

ASPHALT SHINGLE ROOFING

Guidelines for planning asphalt shingle roofing.



Admin Minnesota
DEPARTMENT OF ADMINISTRATION

Building Codes and Standards Division
408 Metro Square Building
121 East 7th Place
St. Paul, MN 55101-2181
651.296.4639
TTY: 800.627.3529
Fax: 651.297.1973

www.buildingcodes.admin.state.mn.us

www.mncodes.org

BCSD-GI505 7-04

CONSIDERATIONS

Before undertaking any re-roofing project there are several questions that should be considered to insure a successful project and make it go smoothly. You should also familiarize yourself with all aspects of the re-roofing process before you begin. The fact is, there are various conditions about your roof that may limit your product choices or affect the cost of your roofing job.

Do I need a new roof?

1. **How old is it?** A roof that has been properly installed, ventilated and has not been damaged can last 20 years or more. An inspection of the roof should be done periodically. Look for cracks, curled or cupped shingles, worn mineral coatings, exposed nails, previous patches, holes, and exposed underlayment or sheathing.

2. **Does the roof leak?** If the answer is yes, it is necessary to determine why. If you have inspected the roof and it looks sound your problem could be roof flashing. Many roof leaks are result of bad or misapplied flashing. You should spend time in the attic looking for water stains, particularly around vents, chimneys, and vertical wall elements above the roof. A garden hose can help you find the leak. Flashing can sometimes be replaced or repaired without installing a whole new roof.

Should I do it myself or hire a professional?

This is a question that only you can answer based on your skill level and time. An asphalt roofing project can be successfully accomplished by the homeowner if you take the time to become familiar with the roofing procedures. Be sure to plan your project around the weather and allow enough time to get a proper cover on the roof before it rains. Steep sloped asphalt roofs and those with multiple valleys can present special problems, so be sure you have the right equipment and skills before undertaking this type of roofing project. Other types of roofs such as wood shingles, shakes, and clay tile are not normally taken on by the 'do-it-yourself' homeowner because of the special skills required. Remember, if you decide to hire a professional be sure the company is a state licensed contractor or roofer.

Should I overlay the existing roof or tear off the existing shingles?

There are two options available for re-roofing installations. One would be to tear off the old roof before applying the new one (tear off). The second would be to lay new shingles over the existing roof (layover). Roofing is very heavy so multiple layers can affect the roofs ability to hold the weight of winter snow. Note: with asphalt shingle there is a maximum of 2 layers of roofing allowed.

An overlay can be the less expensive of the two options. However, it is not necessarily always the best choice. There are advantages to tearing off the old roof before installing a new one. For example:

- If there are any defects in the roof deck, they will be revealed when the roof is torn off. These defects should be repaired before applying the new roof.

- If condensation problems exist in the attic, they too will be revealed when the roof is torn off. Properly designed attic ventilation can then be installed in order to help eliminate such problems.

- When the old roof is torn off, an ice-protection underlayment must be installed before applying the new roof. This will help prevent against ice damage.

- Tearing off the old roof and starting with a clean deck before re-roofing may result in a smoother finished roof system.

Tearing off the old roof will typically result in a longer roof life than when the roof has been laid over. This is because they are installed smooth over sound material and have new underlayment installed.

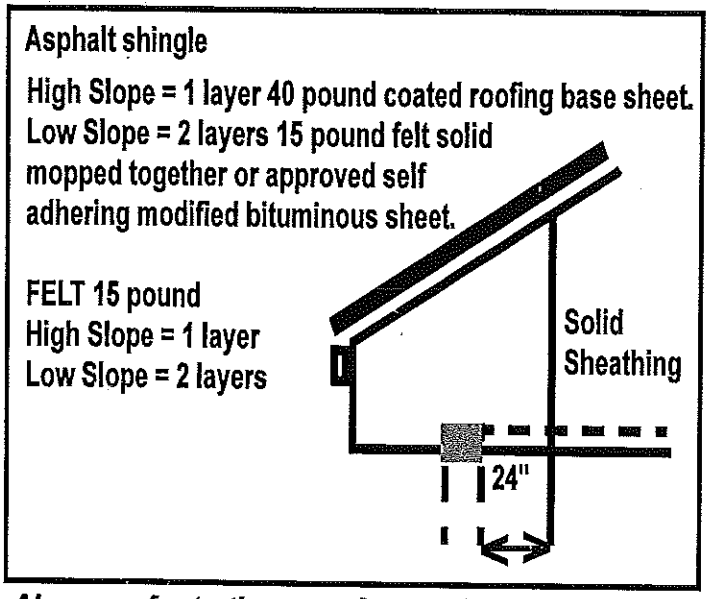
What is roof slope and does it limit the choice of shingles?

Asphalt roof have a code requirement of 2/12 or greater. For non-asphalt shingles follow Chapter 9, 2000 International Residential Code or manufacturer's specifications. The slope of the roof is measured by the vertical rise of the roof to the horizontal run and is expressed as a fraction. A 4/12 roof slope means the roof rises 4 feet for every 12 feet of horizontal roof span. Roof slopes do limit the choice of

ROOFING continued

shingles that can be used. For example: A roof slope below 2/12 (low slope) may allow ice and water to back up under the shingles.

Roof slopes between 2/12 and 4/12 can use shingles, but require low-slope roof application techniques to take into account a greater potential for ice dam water backup. Slopes of 4/12 and above can use standard asphalt roofing applications.



Always refer to the manufacturer's application instructions.

ROOF VENTILATION

Ventilation is required. Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of the roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilating openings shall be provided with corrosion-resistant wire mesh, with 1/8" inch (3.2 mm) minimum to 1/4" (6.35 mm) maximum openings.

Minimum area. The total net free ventilating area shall not be less than 1 of 150 of the area of the space ventilated exempt that the total area is permitted to be reduced to 1 to 300, provided at least 50 percent and not more than 80 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet (914 mm) above eave or cornice vents. As an alternative, the net free cross-ventilation area may be reduced to 1 to 300 when a vapor barrier having a transmission rate not exceeding 1 perm (57.4 mg/s-m^2-Pa) is installed on the warm side of the ceiling.

Even if you feel you have had satisfactory ventilation performance with your old roof, it might be necessary to add ventilation with your new roof to meet these standards.

What function does shingle underlayment serve? An underlayment, commonly known as roofing felt, will:

- Protect the roof deck from moisture prior to shingle application.
- Provide a degree of back-up protection in the event water gets under roofing shingles.

Protection against ice dams can be obtained by using a special waterproof shingle underlayment at the eaves or lower edges of the roof, in addition to installing adequate ventilation and proper insulation in the attic. The code in Minnesota requires this special waterproof shingle underlayment at the eaves or lower edges of the roof.

How can you determine if the roof is properly ventilated? A roof needs to breathe. An effective ventilation system will help prevent attic heat build-up; attic moisture and condensation; weather infiltration (e.g.)drifting, snow, wind-driver rain; and prevents ice dam build-up.

Research has shown that proper ventilation is required if the shingles are to last their design life.

CODE REQUIREMENTS:

Asphalt shingles, roof slopes 4/12 and greater. A typical installation of asphalt shingles is shown in the illustration for use on roofs 4/12 and greater. However, the code also permits application on a roof that has a slope of less than 4/12 if the low slope roofing procedures are used.

Shingles: Shingles must be fastened with corrosion-resistant nails, 12 gage with a 3/8" head and long enough to penetrate into the sheathing 3/4" in thickness the nail must penetrate through the sheathing. Shingles normally require 4 nails per 36 - 40 inch shingle and two per 9 - 18 inch shingle. Shingles must always be fastened in accordance with the manufacturers instructions.

Underlayment: The code requires that underlayment of one layer of non-perforated Type 15 felt lapped 2 inches horizontally and 4 inches vertically to shed water. In addition, an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

Valleys: Valley linings shall be installed in accordance with manufacturer's installation instructions before applying shingles. Valley linings of the following types shall be permitted.

1. For open valley (valley lining exposed) lined with metal, the valley lining shall be at least 24 inches wide and of the corrosion-resistant metals in Table R905.2.8.2.

2. For roof slopes from two units vertical in 12 units horizontal (17-percent slope), up to four units vertical in 12