

Commercial Roofing Requirements

Please complete and save this form. After your building permit application is complete in PIMS, you will receive notification to upload your plans to the Drawing folder in ProjectDrox and upload this form into the Documents folder.

Provide one electronic copy of each of the following items:

1. Written scope of the project
2. Shop drawings and a section view of new roofing system, including structural components of existing roof
3. The listing (UL, FM, etc) of each specific manufacturer's product being installed
4. Flame spread documentation for any foam products being installed
5. Thickness of all products being installed
6. Fire tested assembly number designation (UL, Factory Mutual, ICC, or other)
7. Any documentation from a Minnesota registered structural engineer
8. Manufacturer's installation instructions for the specific system being used

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 load is being increased, a structural engineer must review and approve the additional loads. Engineer's report attached?
 Yes No N/A
7. Are any new drainage devices being added or altered as part of the re-roof? Yes No
8. Per IBC 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 IBC 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 re-connected as part of the re-roof? Yes No

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

Please note:

1. 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.
2. Inspection of roof decking is required prior to installing any roofing materials.
3. Water from roofs is not allowed to drain upon public sidewalks.