



# CITY OF EDINA

4801 50<sup>th</sup> Street West, Edina, MN 55424-1394

## Building Inspections Department

(952) 826-0372 FAX (952) 826-0389 TDD (952) 826-0379

www.ci.edina.mn.us

PERMIT NUMBER

HERITAGE LANDMARK  
CASE NUMBER

for office use only

# Roofing Permit Application

PRINT OR TYPE APPLICATION

### Site Information

Address \_\_\_\_\_ Suite/Unit number \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Tenant/Building name \_\_\_\_\_

Is a variance required?  Yes  No If yes, provide Planning Department case number \_\_\_\_\_

### Work Description

Proposed starting date \_\_\_\_\_ Completion date \_\_\_\_\_

1 New  2 Addition  3 Alteration  3 Remodel  4 Repair  4 Replace

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Single Family Detached     | <input type="checkbox"/> 3&4 Family Residential        | <input type="checkbox"/> Recreation/Amusement             | <input type="checkbox"/> Private School              |
| <input type="checkbox"/> Single Family Attached     | <input type="checkbox"/> 5 & More Residential          | <input type="checkbox"/> Grade/Fill/Excavate Only         | <input type="checkbox"/> Church/Religious Bldg       |
| <input type="checkbox"/> Residential Garage/Addn    | <input type="checkbox"/> Office/Warehouse              | <input type="checkbox"/> Demolition Single Family         | <input type="checkbox"/> Hospital/Institutional Bldg |
| <input type="checkbox"/> Residential Addition/Porch | <input type="checkbox"/> Restaurant                    | <input type="checkbox"/> Demolition 2 Family              | <input type="checkbox"/> Antenna/Tower/Dish/Etc.     |
| <input type="checkbox"/> Residential Deck/Shed      | <input type="checkbox"/> Office/Bank/Professional      | <input checked="" type="checkbox"/> Demolition 3&4 Family | <input type="checkbox"/> Other Nonresidential Bldg   |
| <input type="checkbox"/> Reroof                     | <input type="checkbox"/> Retail Store                  | <input type="checkbox"/> Demolition 5&More Family         | <input type="checkbox"/> Pools                       |
| <input type="checkbox"/> Interior Remodel           | <input type="checkbox"/> Hotel/Motel                   | <input type="checkbox"/> Other Demolition                 | <input type="checkbox"/> City Owned                  |
| <input type="checkbox"/> Basement Finish            | <input type="checkbox"/> Parking Garage/Ramp           | <input type="checkbox"/> Industrial Building              | <input type="checkbox"/> Heritage Landmark District  |
| <input type="checkbox"/> 2 Family Residential       | <input type="checkbox"/> Service Station/Repair Garage | <input type="checkbox"/> Public School                    | <input type="checkbox"/> Retaining Wall              |

Job Description \_\_\_\_\_

Construction  I-A  I-B  II-A  II-B  III-A  III-B  IV-HT  V-A  V-B Fire Sprinklered  Yes  No

Energy Code Compliance:  option (a)  option (b) - submit Energy Code Worksheet with this application

### Valuation

### Applicant is

Owner  Contractor  Designer

### Contractor Information

Company name \_\_\_\_\_ MN Contractors License # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ EMail \_\_\_\_\_ Fax \_\_\_\_\_

### Designer Information

Company name \_\_\_\_\_  Architect  Engineer  Designer

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact person name \_\_\_\_\_ MN License/Registration # \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ EMail \_\_\_\_\_ Fax \_\_\_\_\_

COMPLETE APPLICATION ON REVERSE SIDE

**Owner Information**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**Applicant Signature**

I hereby apply for a permit and attest to the following:

All information on this application is complete and accurate.

All work will comply with Edina City Code and Minnesota State Building Code.

I understand this is an application only, not a permit. Work will not start without an approved permit.

All work will be done according to plans approved by the City of Edina when approved plans are required.

Erosion and sediment control, when applicable, will be installed before starting work.

Existing grades and drainage will not be altered without approved grading/drainage plans and schedule.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's printed or typed name \_\_\_\_\_

**Owner/Applicant Statement - To be completed only when the homeowner is the permit applicant**

I understand the State of Minnesota requires residential contractors, residential remodelers and residential roofers be licensed to work in the State unless they qualify for a specific exemption from the licensing requirements. By signing this statement, I certify that I am building or improving this dwelling myself. I claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale. I certify I have not built or improved any other residential structures in the State within the past twenty-four months. I also 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 MS 514.01.

I further acknowledge I may be hiring independent contractors to perform certain aspects of the improvements on this dwelling, and I understand some of these contractors may be required to be licensed by the State. I understand unlicensed residential contracting, residential remodeling and residential roofing activity is a misdemeanor under Minnesota law, and I forfeit my rights to reimbursement from the Contractors Recovery Fund in the event any contractors I hire are unlicensed.

Homeowner's signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's typed or printed name \_\_\_\_\_

Contact the Minnesota Department of Commerce, Enforcement Division to determine if a contractor is licensed or exempt or to check on contractor status. Metro 651-296-6319, Outstate: 1-800-657-3978 or [www.state.mn.us](http://www.state.mn.us) and follow links to [License Lookup](#)

**Approvals**

for office use only

Building Inspections Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Engineering Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Planning Dept/Heritage Preservation Board  
 By \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_

Health Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Fire Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

Assessing Dept  
 By \_\_\_\_\_ Date \_\_\_\_\_

**Fees**

for office use only

Permit fee  Yes  No \_\_\_\_\_

Plan review fee  Yes  No \_\_\_\_\_

State surcharge  Yes  No \_\_\_\_\_

Contractor license fee  Yes  No \_\_\_\_\_

Investigation fee  Yes  No \_\_\_\_\_

SAC fee  Yes  No \_\_\_\_\_ # of units \_\_\_\_\_

Sewer assessment  Yes  No \_\_\_\_\_

Water assessment  Yes  No \_\_\_\_\_

Sewer REC  Yes  No \_\_\_\_\_ # of units \_\_\_\_\_

Water REC  Yes  No \_\_\_\_\_ # of units \_\_\_\_\_

TOTAL \_\_\_\_\_



<b>EDINA BUILDING DEPARTMENT POLICY MANUAL</b>		POLICY NUMBER P-003
SUBJECT Roofing		REVISION NUMBER 3 on 9/22/00
CODE REFERENCE 2000 IBC Chapter 15 2000 IRC Chapter 9	APPROVAL <i>Steve G. Hickman</i>	EFFECTIVE DATE 9/22/00
		PAGE 1 of 1

**Purpose:** To establish requirements for roofing permit applications and procedures for reviewing roof permit applications, issuing roof permits and inspecting roof permits.

1. Residential Roofs.

- 1.1. Residential roofs are defined as all R-3 occupancies.
- 1.2. Support staff may issue permits.
- 1.3. Plans are generally not required for residential roofing or reroofing.
- 1.4. A plan review fee is not applicable when plans are not required.
- 1.5. The contractor or contractor's agent must be onsite at the final inspection and be prepared to provide safe access to the roof.
- 1.6. Inspections will generally be made from the ground or a ladder at the roof edge. Ladders must be rated for at least 250#, be properly set up and be in good repair. The City does not provide ladders. Inspectors may require inspections from the roof. The contractor must provide safe access to the roof. This would include, at a minimum, roof jacks and roof surfaces free of debris, frost and snow.
- 1.7. Required inspections are:
  - Tear-off, which includes inspection of underlayment installed in accordance to the IBC or IRC requirements for areas subject to roof ice damming or roof ice. Underlayment requirements are applicable to all buildings regulated by the IBC and IRC including unheated areas or structures).
  - Final.
- 1.8. Detailed pictures of the roof after removal of the old roofing and application of the ice dam protection may be substituted for the tear-off inspections with the permission of the building inspector. Details on the pictures must include the address and location of each picture written on the picture.

2. Commercial Roofs

- 2.1. Commercial roof permit applications must be reviewed and permits issued by inspections staff.
- 2.2. Two sets of plans must be submitted with the application. Plans must include:
  - Roof plans, showing areas to be roofed and the building location in relation to other buildings and property lines.
  - Roofing specifications.
  - Roofing installation instructions.
  - Standards listing information.
- 2.3. A revised plan review fee is applicable. A plan review fee of 65% of the value is applicable up to \$40,000 valuation. A \$315 plan review fee is applicable for valuations greater than or equal to \$41,000.
- 2.4. Required inspections are dependent on type of roof covering, and will be noted on approved plans.