



EDINA BUILDING SAFETY POLICY/INFORMATION ₁			
subject Roofing		code reference 2007 MSBC Chapter 15 2007 MSRC Chapter 9	
department Inspections Department		approval <i>Adam A. Richardson</i>	
policy number SP-002-B ₂	revision number 5 on 10/30/13	effective date 6/10/1999	page number 1 of 1
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



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

Scope: All roofing requiring a permit.

1. Residential Roofs.

- 1.1. Residential roofs are defined as all IRC-1, IRC-2, IRC-3, and IRC-4 occupancies.
- 1.2. Permits are required for all residential roofing.
 - Exception:** A permit is not required when less than 1/3 square (approximately 30 shingles) of shingles are replaced in a contiguous area or less than 3 squares are replaced on an entire roof.
- 1.3. Reroofing may be limited to individual roof planes when reroofing.
- 1.4. Ice dam protection must be provided as required by code on the entire plane of the roof when reroofing an area where ice dam protection is required.
- 1.5. When reroofing, roof areas on both sides of valleys must be flashed as required by code.
- 1.6. Solid sheathing is required for roofing. Gaps in solid sheathing must be 1/2" or less.
- 1.7. Support staff may issue permits.
- 1.8. Plans are generally not required for residential roofing or reroofing.
- 1.9. A plan review fee is not applicable when plans are not required.
- 1.10. Required inspections are:
 - Tear-off. 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).
 - Exception:** 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 when approved by the building official. Details on the pictures must include the permit number, address and location of each picture written on the picture. Pictures may be submitted electronically in a .jpg format. Pictures must be submitted at EDRoofSiding@edinamn.gov.
 - Final. The contractor or contractor's agent must be onsite at the final inspection and be prepared to provide safe access to the roof. 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.
 - Exception.** Detailed pictures of the completed roof are permitted when approved by the building official. Each picture must include a permit number, address and picture location. Pictures must include details such as wall/roof flashing, roof penetration flashing, chimney flashing, roof edge kick-outs and any other necessary details. Pictures may be submitted electronically in a .jpg format. Pictures must be submitted at EDRoofSiding@edinamn.gov.

2. Commercial Roofs

- 2.1. Permits are required for a commercial roofing.
- 2.2. Commercial roof permit applications must be reviewed and permits issued by inspections staff.
- 2.3. 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.
- 2.4. 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.
- 2.5. Required inspections are dependent on type of roof covering, and will be noted on approved plans.
- 2.6. Fire Department approval of hot roofs is required before permit issuance.