



COMMERCIAL ROOFING PERMIT APPLICATION REQUIREMENTS

*A Building permit is required for any alteration or addition to any existing building or structure. *MN State Building Code Section 1300.0120 Subpart.* Permits may be applied for at the Owatonna Building Inspection Department. The following Information must be provided at the time of permit application.

PERMITS: Roofing permits are required for all commercial roofing in accordance with Section 1300.0120 M.S.B.C.

PERMIT REQUIREMENTS: (2) copies of full sized plans shall be submitted with the permit application. Plans must include:

- Roof plans, indicating roof areas involved in the scope of the project, roof slope, roof drainage and the building location in relation to other buildings and adjacent property lines
- Identify type of existing roof assembly and type of new roof assembly to be installed. I.B.C. Section 1506
- Additional weight per Square Foot? If adding weight to roof, engineering is required.
- Roof drainage, type and locations of existing roof drains or scuppers, as applicable
- Roof ventilation, type and amount of roof ventilation, as applicable. I.B.C. Section 1503.5
- U.L. listing for roof assemblies (Required by I.B.C. Section 1505.1). The minimum roof coverings installed on buildings shall comply with I.B.C. TABLE 1505.1 based on the type of construction and use of the building. (See below TABLE)
- Approved manufacturer's installation instructions in accordance with IBC 1507.1

TABLE 1505.1 MINIMUM ROOF COVERING CLASSIFICATION
 FOR TYPES OF CONSTRUCTION

I A	I B	II A	II B	III A	III B	IV	VA	VB
B	B	B	Cc	B	Cc	B	B	Cc

For SI: 1 foot= 304.8 mm, 1 square foot= 0.0929 m²

- a. Deleted
- b. Nonclassified roof coverings shall be permitted on building of Group R-3 as applicable in Section 101.2 and U occupancies, where there is a minimum fire-separation distance of 6 feet measured from the leading edge of the roof
- c. Buildings that are not more than two stories above grade plane and having not more than 6,000 square feet of projected roof area and where there is a minimum 10-foot fire-separation distance from the leading edge of the roof to a lot line on all sides of the building, except for street fronts or public ways, shall be permitted to have roofs of No. 1 cedar or redwood shakes and No. 1 shingles. (See I.B.C. section 1505.6)

GENERAL ROOFING REQUIREMENTS

FLASHING: Flashing shall be installed in such a manner as to prevent moisture entering the wall and roof through the joints in the copings, through moisture-permeable materials and at intersections with parapet walls and other penetrations through the roof plane. (I.B.C. Section 1503.2)

LOCATIONS: Flashing shall be installed at wall and roof intersections, at gutters, wherever there is a change in roof slope or direction and around roof openings. Where flashing is of metal, the metal shall be corrosion resistant with a thickness of not less than 0.019 inch (No. 26 galvanized sheet) (I.B.C. Section 1503.2.1)

COPING: Parapet walls shall be properly coped with non-combustible, weatherproof materials of a width no less than the thickness of the parapet wall. (I.B.C. Section 1503.3)

ROOF SLOPE: Unless designed for water accumulation (ponding) in accordance with I.B.C. Section 1611.2 low sloped roofs shall have a design slope of a minimum of one-fourth unit vertical in 12 units horizontal (2 percent slope) for drainage, except for coal-tar built-up roofs that shall have a design slope of a minimum one-eighth unit vertical in 12 units horizontal.

WIND RESISTANCE OF ROOFS:

Roof decks and roof coverings shall be designed for wind loads in accordance with I.B.C. Chapter 16 and Sections 1504.1 through 1504.4

FLASHING: All base and cap and flashing shall be installed in accordance with manufacturer's installation instructions. Base flashing shall be of either corrosion-resistant metal of minimum nominal 0.019-inch thickness or mineral surface roll roofing weighing 77 pounds per 100 square feet. Cap flashing shall be corrosion-resistant metal of minimum nominal 0.019-inch thickness.

INSPECTIONS: When roofing has begun contact the Building Inspection Department to discuss when inspection is required for your type of roof and installation. When the roofing is completed, a final inspection is required. Please contact the Owatonna Building Inspection Department at 507-444-4370 to arrange for final inspection.

ENERGY CODE: 2015 Minnesota Commercial Energy Code, Chapter 1323.

C402.2.2.1.2 Insulation requirements for roof replacement. For roof replacement on an existing building where the insulation is entirely above the deck and where the roof slope is less than two units vertical in 12 units horizontal, the insulation shall conform to the energy conservation requirements specified in TABLE C402.2, Opaque Thermal Envelope Requirements.

Exception: Where the required R-value cannot be provided because of the thickness limitations that occur with the existing rooftop conditions, including heating, ventilation and air-conditioning equipment, low door or glazing heights, parapet heights, or proper roof flashing heights, the maximum thickness of insulation compatible with the available space and existing rooftop conditions shall be installed.

TABLE C402.2 Opaque thermal envelope requirements

Climate Zone 6 Roofs	All Other	Group R
Insulation entirely above deck	R-30ci	R-30ci
Metal Bldg (with R-5 thermal blocks)	R-25 + R-11 LS	R-25 + R-11 LS
Attic and other	R-49	R-49

The language & depictions in this hand out is intended as a guide for the construction code & building process and may not contain exact code language. For exact code you may go online: [2020 Minnesota State Building Codes](#) | [Minnesota Department of Labor and Industry \(mn.gov\)](#) Or: contact the Owatonna Building Department

DO NOT WRITE IN SHADED AREAS

THE CITY OF OWATONNA BUILDING PERMIT

PERMIT NO.

B-

ADDRESS OF JOB	DATE OF APPLICATION	
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LEGAL DESCRIPTION	LOT	BLOCK	ADDITION
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OWNER NAME AND ADDRESS	CITY	STATE	ZIP	PHONE:
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BUSINESS/TENANT NAME

CONTRACTOR	NAME	CITY LICENSE NO.
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ADDRESS	CITY	STATE	ZIP	PHONE:
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CLASSIFICATION OF STRUCTURE:

(1) Single family detached or duplex
 (2) Single family attached (condominium, townhome)
 (3) Multi-family residential (apartment, hotel, motel, etc.)
 (4) Assembly building (public use, church, amusement, restaurant, etc.)
 (5) Industrial building
 (6) Commercial/retail building (office, mercantile, sales, service, etc.)
 (7) Educational building
 (8) Institutional building (hospital, nursing home, jail)
 (9) Other building (parking garage, etc.)
 (10) Structure other than a building (tower, swimming pool, etc.)

CLASS OF WORK: (1) NEW (2) ADDITION (3) REMODEL (4) REPAIR (5) REPLACED (6) CONVERSION (7) DEMOLITION

FLOOD PLAIN DIST. YES <input type="checkbox"/> NO <input type="checkbox"/>	HISTORIC DIST. YES <input type="checkbox"/> NO <input type="checkbox"/>	TOTAL SQ. FT. OF NEW CONSTRUCTION
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SET BACKS (IN FEET):	N	S	E	W	OCCUPANCY GROUP & DIV.	C/O REQ'D	Y <input type="checkbox"/> N <input type="checkbox"/>
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AREA AT GRADE (SF)	HEIGHT (FEET)	NO. OF STORIES	TOTAL UNITS
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BASEMENT <input type="checkbox"/>	FINISHED <input type="checkbox"/>	UNFINISHED <input type="checkbox"/>	GARAGE <input type="checkbox"/>	OPEN AREA <input type="checkbox"/>	ATTACHED <input type="checkbox"/>	DETACHED <input type="checkbox"/>	DIMENSIONS OF NEW CONSTRUCTION
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IF PLANS ARE SUBMITTED DO NOT WRITE BELOW THIS LINE

FOUNDATION	DEPTH BELOW GRADE:	JOISTS	(SIZE/SPACING - MAX SPAN)	(01) ZONING	REQ'D	(06) BUILDING	REQ'D
	FOOTING SIZE:		FLOOR:	(02) ENGINEERING		(07) MECHANICAL	
	FDN WALL THICKNESS: TYPE		CEILING:	(03) TRAFFIC		(08) PLUMBING	
	CAISSON THICK'D EDGE SLAB DIA. YES <input type="checkbox"/> NO <input type="checkbox"/>		RAFTER:	(04) FIRE		(09) ELECTRICAL	
	GRADE OF LUMBER:			(05) UTILITIES		(10) OTHER	

EXT. WALL	TYPE:	BRICK <input type="checkbox"/> OTHER: FINISH: BLOCK <input type="checkbox"/> (SPECIFY)	
	SIZE:	BRICK VENEER <input type="checkbox"/> OTHER: FINISH: WOOD <input type="checkbox"/> (SPECIFY)	

POST & BEAM	COLUMN SIZE:	SPACING:	BEAM SIZE:
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ROOF	ROOF SHEATHING TYPE & SIZE:	ROOFING MATERIAL:	VALUATION OF WORK \$
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ARCHITECT/ENGINEER	LICENSE NO.	<input type="checkbox"/> 4000-3120-03.00 <input type="checkbox"/> 4000-3120-09.03	DOUBLE FEE <input type="checkbox"/> PERMIT FEE \$
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ADDITIONAL INFORMATION

	16 PC	PLAN YES <input type="checkbox"/>	PLAN REVIEW FEE
	4000-3120-05.00	FILED NO <input type="checkbox"/>	\$
	4000-3920-02.00	STATE SURCHARGE	\$
	20 DR	DRIVEWAY FEE:	\$
	4000-3510-02.00		
	4840-3720-02.00	SEWER TAP:	\$

NOTES TO APPLICANT:

SEPARATE PERMITS REQUIRED FOR WIRING, PLUMBING, HEATING, RETAINING WALLS & DEMOLITION. PERMIT EXPIRES 180 DAYS FROM ISSUANCE UNLESS WORK IS STARTED BY THAT TIME.

FOR ALL WORK DONE UNDER THIS PERMIT THE PERMITTEE ACCEPTS FULL RESPONSIBILITY FOR COMPLIANCE WITH THE STATE PLUMBING CODE AND ALL OTHER APPLICABLE LAWS AND ORDINANCES. REQUIRED INSPECTIONS SHALL BE REQUESTED ONE WORKING DAY IN ADVANCE.

TELEPHONE 444-4370 BEFORE 4:30 P.M.

APPLICANT NAME _____

SIGNATURE OF APPLICANT _____ DATE _____

TOTAL FEES:	\$
APPROVED BY:	DATE
PERMIT ISSUANCE DATE	

540 West Hills Circle
OWATONNA, MN 55060-4793
Ph. (507) 444-4370
FAX (507) 444-4351

OWNER
JOB ADDRESS