



**Building Department**  
**Phone: 763-497-3384 x 3**

**Check off list of items needed when submitting a permit to the Building Department for Reroofing**

\_\_\_\_\_ One (1) completed building permit application form, including owner's name, location of the site, a day phone number or person on site and value of project.

***Building Code Requirements:***

\_\_\_\_\_ All existing asphalt roofing must be removed. No overlays may be applied over an existing shingle roof. See SBC

\_\_\_\_\_ Tearing off the old roof completely does not mean that the owner must then upgrade the insulation (unlike a situation on a commercial roof). Soffit and roof vents however, must be brought up to code. Underlayment of 2 feet past interior wall line is required.

\_\_\_\_\_ Valley linings shall be installed in accordance with the manufacturer's installation requirements before applying shingles. The underlayment may consist of self-adhering polymer modified bitumen sheet complying with ASTM D 1970 or equal.

\_\_\_\_\_ A starter with seal strip is required per manufacturer specifications. Shingle overhang shall be as required by the manufactures and typically is 3/4" or less.

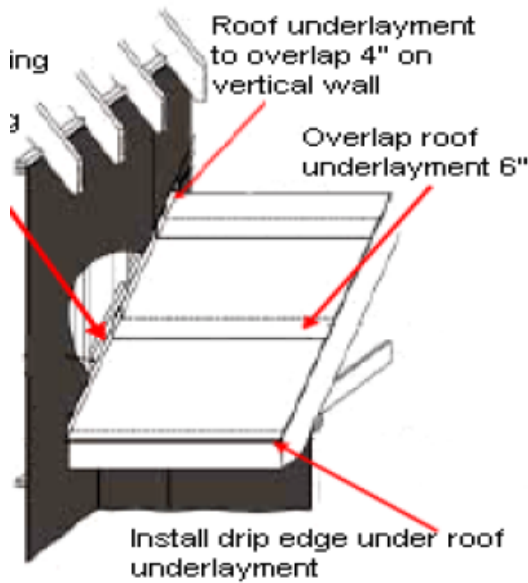
\_\_\_\_\_ Metal "step" flashing at vertical surfaces is required whenever recommended by the shingle manufacturer.

\_\_\_\_\_ All Kick-out flashing shall be installed where the lower portion of a sloped roof stops within the plane of an intersecting wall cladding in such a manner as to divert or kick out water away from the assembly. (See illustrations on next page.)

**Inspections:**

- 1. An ice and water inspection must be completed. Photos are helpful, but not required. The City prefers a visual inspection.**
- 2. A final inspection must be completed and contractor or homeowner must be present at the time of the inspection and provide a ladder.**

**Once you have received your permit card, it must be posted on side and please have it available for the inspector to sign at the time of inspection. We suggest the card be placed inside the window, storm door or attached to the project so it is easily seen and accessible.**

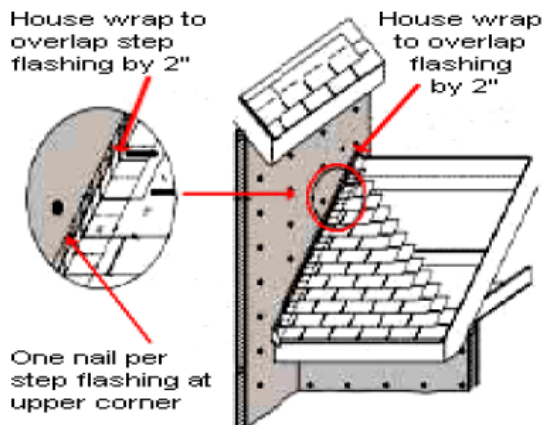
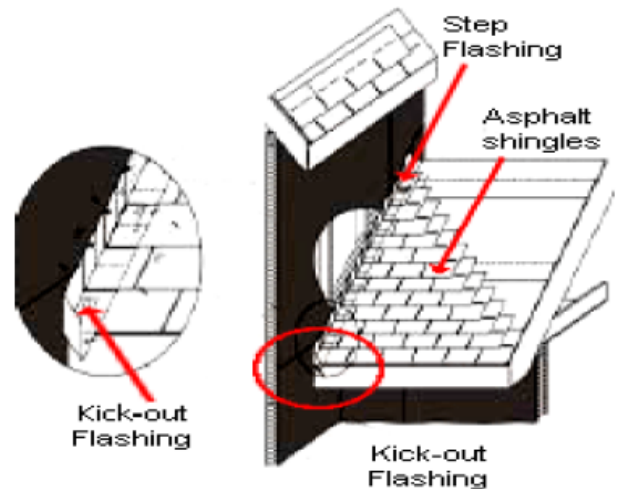


### Step 1

Install 2x6 blocking between each stud for nailing and support of flashing. Then install roofing underlayment in shingle fashion with a 6 inch vertical overlap and a 4 inch lap up the vertical wall.

### Step 2

The step flashing is installed as the roofing shingles are laid. Nail step flashing on vertical leg in the high corner. Kick-out flashing is installed so water is diverted away from the adjacent wall, over the roof edge and into the gutter.



### Step 3

The drainage plane material is installed on the vertical wall with a 2 ½ inch overlap on the flashing to ensure water drains down and away from the wall and onto the roof. If a thin structural sheathing is used, the sheathing should overlap the step flashing.