



REROOF HANDOUT

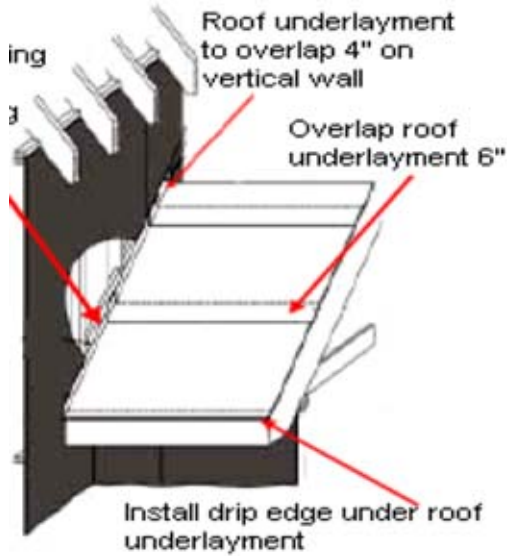
CHECK LIST

1. 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.
2. All existing asphalt roofing must be removed. No overlays may be applied over an existing shingle roof. See Minnesota Residential Building Code 2015.
3. 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.
4. 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.
5. A starter with seal strip is required per manufacturer specifications. Shingle overhang shall be as required by the manufactures and typically is $\frac{3}{4}$ " or less.
6. Metal "step" flashing at vertical surfaces is required whenever recommended by the shingle manufacturer.
7. 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 do not replace an inspection. The City prefers a visual inspection.
2. A final inspection must be completed. Contractor or homeowner must be present at the time of the inspection and provide a ladder.
3. Permit card must be posted and 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.

Albertville

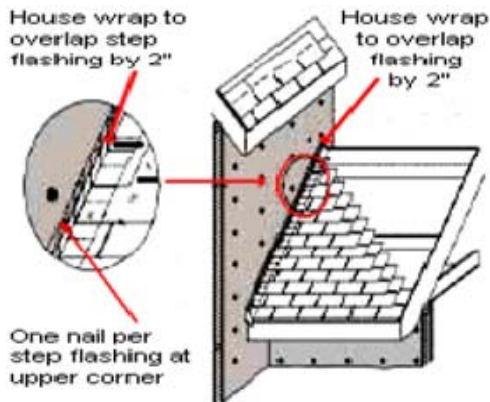
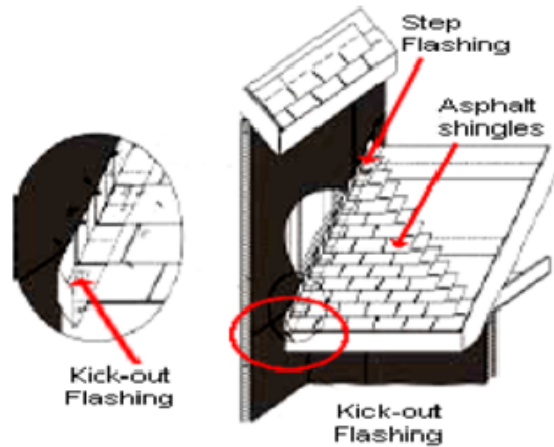


Step 1

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.



BUILDING PERMIT APPLICATION
 5959 Main Avenue NE
 Albertville, MN 55301
 Phone: 763-497-3384 Fax 763-497-3210

Date Received _____
 Date Notified _____
 Date Paid _____
 Ck, Cash, CC _____
 Permit # _____

Site Address: _____
Business Name: _____
The Applicant is: _____ Owner _____ Contractor _____ Tenant

Legal Description: PID # _____
 Addition _____ Lot _____ Block _____

Owner:
 Name _____ Address _____

City _____ State _____ Zip _____

E-Mail _____

Phone (H) _____ (W) _____ (C) _____

Contractor:
 Company Name _____ License # _____

Address _____ City _____ St _____ Zip _____

Contact Person _____ E-Mail _____

Phone: (W) _____ (C) _____ (Fax) _____

Architect:
 Name _____ Address _____

City _____ State _____ Zip _____

Phone (W) _____ (C) _____ (Fax) _____

- Type of Work:**
- | | | | |
|---|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> New Construction Residential | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Finish Bsmt |
| <input type="checkbox"/> New Construction Commercial | <input type="checkbox"/> Garage/Shed | <input type="checkbox"/> Reside/Reroof | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Tenant Finish | <input type="checkbox"/> Plbg | <input type="checkbox"/> Htg | <input type="checkbox"/> Deck |

Description of Work: _____

Size of Structure:	Total Square Footage:
Length _____	First Floor _____
Width _____	Second Floor _____
Height _____	Basement _____
	Garage _____

Estimated Valuation of Work: \$ _____

Separate permits are required for electrical, plumbing, heating or fireplace. I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. It is applicants responsibility to locate and establish the elevations, if needed, of all site improvements. Required adjustments at owners expense. I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and will be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible.

Applicants Signature _____ Applicants Printed Name _____ Date _____

Approved by Building Official _____ Value Approved _____ Date _____

Special Conditions or Comments: _____

BUILDING PERMIT FEES	
Permit	_____
Surcharge	_____
Plan Check	_____
Engineering (site)	_____
Mechanical	_____
Fireplace (s)	_____
Plumbing	_____
S & W	_____
Water Meter	_____
City WAC	_____
JP WAC	_____
SAC	_____
Storm Water	_____
License Check	_____
Other	_____
TOTAL	_____

Type of Const.	_____
Use of Bldg	_____
Occupancy Group	_____
Occupancy Load	_____
Zoning	_____
Code Used	_____

Are Fire Sprinklers Required?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Dept.	Date _____	Approved _____
City Engineer	_____	_____
City Planner	_____	_____
Public Works	_____	_____