



## Department of Building Safety

101 4<sup>th</sup> St E, Hastings, MN 55033

Phone: 651-480-2342

Email: [Building@Hastingsmn.gov](mailto:Building@Hastingsmn.gov)

[www.hastingsmn.gov](http://www.hastingsmn.gov)

## Roofing Handout

*This handout is a compilation of some of the standard requirements based on the State Building Code and City Ordinance for projects of this type. This information packet does not contain all the specific codes for construction and should only be used as a guide. The permittee is responsible to meet all code requirements applicable to each project.*

**Note:** If home is a Heritage Preservation Site prior approval from city planner and/or HPC is required before issuance of permit.

### **Submittals:**

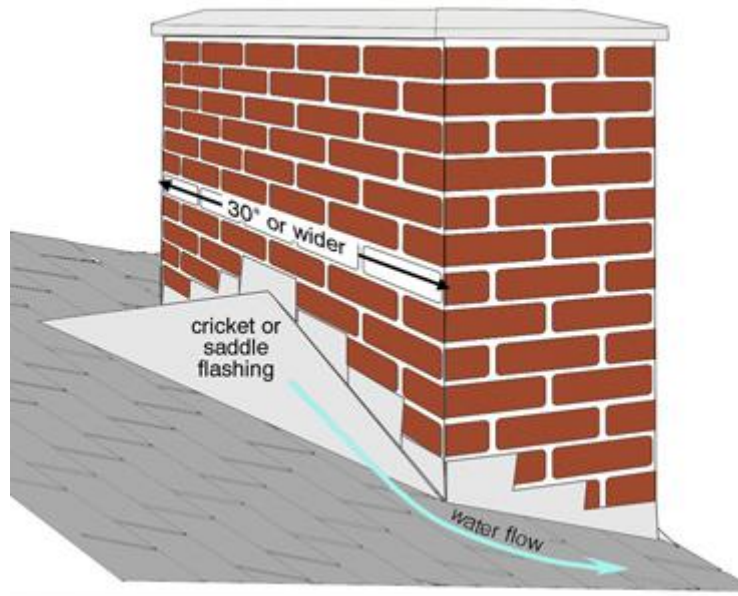
- ☐ Roofing permit application

### **Required inspections:**

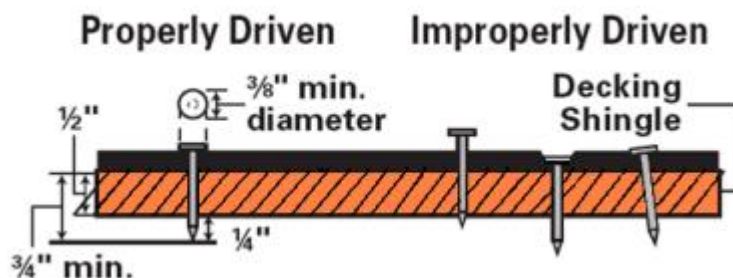
- ☐ Ice and Water Barrier- Pictures shall include:
  - Roof decking
  - All ice & water barrier
  - All flashing details
  - All vents
- ☐ Final, will automatically be scheduled after approval of submitted photos.
  - Access will need to be provided for properties with fenced yards. Call to schedule when applicable.

### **Typical Code Requirements for Roofing:**

- ☐ New roof coverings shall not be installed without first removing existing roof coverings.
- ☐ Damaged or deteriorated decking shall be replaced.
- ☐ Ice and water barrier shall be installed on all roofs, including porches, and attached garages. Ice and water barrier is not required on unheated detached accessory structures. Protection shall be from the eave to a point twenty-four (24) inches inside the exterior wall line. The ice barrier shall consist of two layers of felt cemented together or a self-adhering polymer modified bitumen sheet.
- ☐ Replace all weathered metal flashing as required by code.
- ☐ All metal flashing must be of number 26-gauge galvanized sheet steel – corrosion resistant material.
- ☐ Drip edge is not required by the MN Residential Building Code unless required by the shingle manufacturer.
- ☐ Shingles must meet 115 mph wind requirement.
- ☐ Shingled valleys must be approved by the shingle manufacturer
- ☐ Roof slopes from 2:12-4:12 require double underlayment.
- ☐ Fiberglass or asphalt shingles are not permitted on roofs with a pitch of less than 2:12.
- ☐ Roof valley areas must have a continuous 36-inch-wide underlayment running down the full length of the valley.



- ☐ A cricket or saddle shall be installed on the ridge side of any chimney or penetration more than 30 inches wide and shall be corrosion-resistant sheet metal or of the same material as the roof covering.
- ☐ Roofs must be provided with ventilation. Minimum, ventilation requirements are 1 square foot of vent for each 150 square feet of attic.
- ☐ Ensure that kitchen and bathroom vents/ducts are connected to the appropriate dampened exhaust roof hoods with no openings into the attic that would allow exhaust air back into the attic space.
- ☐ Dryer vents must be free of screens.
- ☐ Additional information can be found on MN DLI handout:  
[https://www.dli.mn.gov/sites/default/files/pdf/edu\\_roofing.pdf](https://www.dli.mn.gov/sites/default/files/pdf/edu_roofing.pdf)



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Email: [Building@Hastingsmn.gov](mailto:Building@Hastingsmn.gov)[www.hastingsmn.gov](http://www.hastingsmn.gov)**Residential  
Roofing/Siding/Window  
Application**

SITE ADDRESS: \_\_\_\_\_

PID#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Description of Project:** \_\_\_\_\_ **Valuation:** \$ \_\_\_\_\_**Note:** If home is a Heritage Preservation Site prior approval from city planner and/or HPC is required before issuance of permit.☐ Roofing Material type: \_\_\_\_\_☐ Siding Material type: \_\_\_\_\_☐ Window(s)/Door(s) Qty: \_\_\_\_\_ Replacement only☐ New window well requires separate permit application☐ New opening size or location requires separate permit application**Building Contractor**☐ Owner Performed  
(Owner Waiver Required)

Company/Name: \_\_\_\_\_ Phone: \_\_\_\_\_

License # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

*The undersigned acknowledges that he/she has read this application, and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hastings.*

\_\_\_\_\_  
**Signature of Applicant or Authorized Agent**\_\_\_\_\_  
**Date**

**NOTICE:** This is an **application only**. Permit will be issued after City approval and payment of fees. Permit shall be null and void if authorized work is not started within 180 days or work is suspended for 180 days or more.

**Roofing/Siding/Window Permit Fee: \$101.00 Each**

## OFFICE USE ONLY

Bld Type	<input type="checkbox"/> SFD <input type="checkbox"/> DUPLEX	<input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> CONDO		
Work Type	<input type="checkbox"/> Roofing	<input type="checkbox"/> Siding	<input type="checkbox"/> Window(s)	<input type="checkbox"/> Door(s)
Required Inspections	<input type="checkbox"/> Underlayment <input type="checkbox"/> Roof Final	<input type="checkbox"/> WRB <input type="checkbox"/> Siding Final	<input type="checkbox"/> Flashing <input type="checkbox"/> Final	<input type="checkbox"/> Flashing <input type="checkbox"/> Final
Fee Notes	<input type="checkbox"/> Other <hr/> <hr/> <hr/>	<input type="checkbox"/> Other <hr/> <hr/> <hr/>		

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_