

# TOWNSHIP "EXTERIOR MAINTENANCE" BUILDING PERMIT APPLICATION

Township Zoning Office: 2428-115<sup>th</sup> Avenue, Princeton, Minnesota 55371-6200  
Metro (763) 389-3487 or Toll Free 1-800-851-3383

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

//////////////////////////////////////APPLICANT FILL OUT INFORMATION BELOW//////////////////////////////////////

Project Address: \_\_\_\_\_ PID # \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Valuation: \_\_\_\_\_

TYPE OF REQUEST:	TYPE OF BUILDING BEING MAINTAINED:
_____ RE-ROOFING	_____ EXISTING HOUSE
_____ SIDING	_____ EXISTING BUSINESS/COMMERCIAL
_____ REPLACE WINDOWS	_____ OTHER
_____ OTHER	

**Please be advised this maintenance permit is only for existing structures to perform maintenance work only.**

I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge:

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Date

//////////////////////////////////////OFFICE USE ONLY//////////////////////////////////////

**BUILDING**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_

Building Permit:	_____	Issued by:	_____	Date:	_____	Receipt #	_____
Plan Review:	_____						
State Surcharge:	_____						
Other:	_____						
TOTAL:	_____						

Permit Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

# Property Owner Waiver

## Minnesota State Contractor Licensing Requirements

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor in building projects.*

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a State License unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I also acknowledge that as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or jurisdictional Ordinance in connection with the work performed on this property.

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Project Address*

\_\_\_\_\_  
*Date*

**Please return this signed waiver with the Building Permit Application.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, call the Minnesota Department of Commerce, Enforcement Division at 651/296-2594, or toll-free at 1-800/657-3602.



# Minnesota State Contractor License Law

**Notice to Homeowners:**  
**Be Sure Your Contractor is Licensed**

## **Know Your Rights**

The State of Minnesota recently adopted a statewide "Contractor and Remodeler License Law." This law is designed to protect the consumer by requiring that contractors be licensed with the State. Contractors must apply to the State, post a bond, and show proof of insurance and competency. The law gives homeowners reasonable assurance that they are dealing with a reputable, professional contractor, and a place they can call to get general contractor information.

## **Getting Information on a Contractor**

Contractors, with a few exceptions, who contract with a homeowner to perform home construction, remodeling, or repair, must be licensed with the Minnesota Department of Commerce. Homeowners can call the Commerce Department Licensing Division at 1-800-657-3602, 651-296-2488 or visit the web site @ [www.commerce.state.mn.us](http://www.commerce.state.mn.us) to obtain information on a specific contractor. Contractors must display their license number on their advertising and they must make it available to consumers. Building permits cannot be granted to contractors who are not properly licensed by the state.

## **Exceptions to Being Licensed**

State law exempts contractors who have gross annual receipts from the construction business of less than \$15,000.00. Also exempt are specialty contractors who perform only one specialty skill.

## **Homeowner Rights if a Contractor is Not Licensed**

If your contractor is required to be licensed by the State of Minnesota and you find that he/she is not, you may still have recourse under the law. Generally, the law provides that a contractor who is working in violation of the Minnesota State License Law has no lien rights and may not be able to enforce a contract signed with a homeowner. If you find yourself in this situation, you should consult with an attorney to get sound legal advice. You should never knowingly hire someone who is deliberately violating the State License Law.

## **Working on Your Own Home**

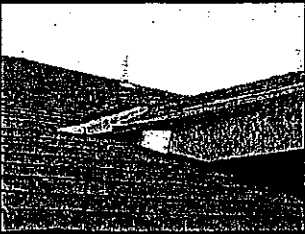
You can obtain permits to do work on your own home. The License Law was written to insure a reasonable degree of protection for you as the consumer of construction services, not to discourage homeowners from doing work on their own property. For your safety, building permits are required for most construction projects.

For more information on State Licensing, contact the  
Minnesota Department of Commerce at 800/657-3602 or 651/296-2594



# ASPHALT SHINGLE ROOFING

Guidelines for planning asphalt shingle roofing.



## Building Codes and Standards Division

408 Metro Square Building  
121 East 7th Place  
St. Paul, MN 55101-2181  
651.296.4639  
TTY: 800.627.3529  
Fax: 651.297.1973

[www.buildingcodes.admin.state.mn.us](http://www.buildingcodes.admin.state.mn.us)

[www.mncodes.org](http://www.mncodes.org)

BCSD-G1012 7-04

## CONSIDERATIONS

Before undertaking any re-roofing project there are several questions that should be considered to insure a successful project and make it go smoothly. You should also familiarize yourself with all aspects of the re-roofing process before you begin. The fact is, there are various conditions about your roof that may limit your product choices or affect the cost of your roofing job.

### Do I need a new roof?

1. **How old is it?** A roof that has been properly installed, ventilated and has not been damaged can last 20 years or more. An inspection of the roof should be done periodically. Look for cracks, curled or cupped shingles, worn mineral coatings, exposed nails, previous patches, holes, and exposed underlayment or sheathing.

2. **Does the roof leak?** If the answer is yes, it is necessary to determine why. If you have inspected the roof and it looks sound your problem could be roof flashing. Many roof leaks are result of bad or misapplied flashing. You should spend time in the attic looking for water stains, particularly around vents, chimneys, and vertical wall elements above the roof. A garden hose can help you find the leak. Flashing can sometimes be replaced or repaired without installing a whole new roof.

### Should I do it myself or hire a professional?

This is a question that only you can answer based on your skill level and time. An asphalt roofing project can be successfully accomplished by the homeowner if you take the time to become familiar with the roofing procedures. Be sure to plan your project around the weather and allow enough time to get a proper cover on the roof before it rains. Steep sloped asphalt roofs and those with multiple valleys can present special problems, so be sure you have the right equipment and skills before undertaking this type of roofing project. Other types of roofs such as wood shingles, shakes, and clay tile are not normally taken on by the 'do-it-yourself' homeowner because of the special skills required. Remember, if you

decide to hire a professional be sure the company is a state licensed contractor or roofer.

### Should I overlay the existing roof or tear off the existing shingles?

There are two options available for re-roofing installations. One would be to tear off the old roof before applying the new one (tear off). The second would be to lay new shingles over the existing roof (layover). Roofing is very heavy so multiple layers can affect the roofs ability to hold the weight of winter snow. Note: with asphalt shingle there is a maximum of 2 layers of roofing allowed.

An overlay can be the less expensive of the two options. However, it is not necessarily always the best choice. There are advantages to tearing off the old roof before installing a new one. For example:

- If there are any defects in the roof deck, they will be revealed when the roof is torn off. These defects should be repaired before applying the new roof.
- If condensation problems exist in the attic, they too will be revealed when the roof is torn off. Properly designed attic ventilation can then be installed in order to help eliminate such problems.
- When the old roof is torn off, an ice-protection underlayment must be installed before applying the new roof. This will help prevent against ice damage.

- Tearing off the old roof and starting with a clean deck before re-roofing may result in a smoother finished roof system.

Tearing off the old roof will typically result in a longer roof life than when the roof has been laid over. This is because they are installed smooth over sound material and have new underlayment installed.

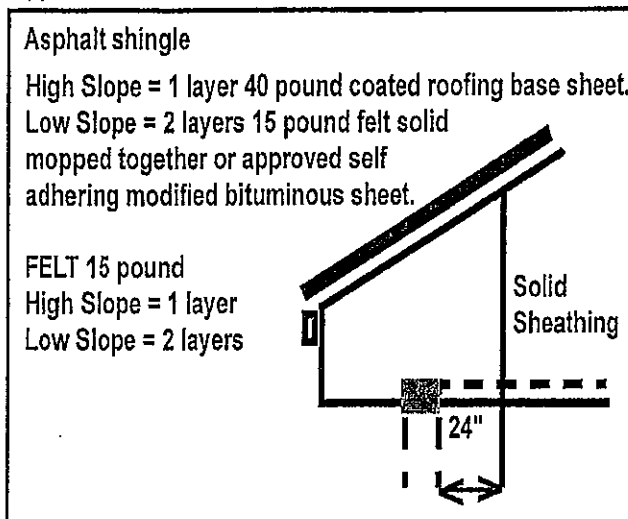
### What is roof slope and does it limit the choice of shingles?

Asphalt roof have a code requirement of 2/12 or greater. For non-asphalt shingles follow Chapter 9, 2000 International Residential Code or manufacturer's specifications. The slope of the roof is measured by the vertical rise of the roof to the horizontal run and is expressed as a fraction. A 4/12 roof slope means the roof rises 4 feet for every 12 feet of horizontal roof span. Roof slopes do limit the choice of

# ROOFING *continued*

shingles that can be used. For example: A roof slope below 2/12 (low slope) may allow ice and water to back up under the shingles.

Roof slopes between 2/12 and 4/12 can use shingles, but require low-slope roof application techniques to take into account a greater potential for ice dam water backup. Slopes of 4/12 and above can use standard asphalt roofing applications.



*Always refer to the manufacturer's application instructions.*

## ROOF VENTILATION

Ventilation is required. Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of the roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilating openings shall be provided with corrosion-resistant wire mesh, with 1/8" inch (3.2 mm) minimum to 1/4" (6.35 mm) maximum openings.

**Minimum area.** The total net free ventilating area shall not be less than 1 of 150 of the area of the space ventilated exempt that the total area is permitted to be reduced to 1 to 300, provided at least 50 percent and not more than 80 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet (914 mm) above eave or cornice vents. As an alternative, the net free cross-ventilation area may be reduced to 1 to 300 when a vapor barrier having a transmission rate not exceeding 1 perm (57.4 mg/s-m<sup>2</sup>-Pa) is installed on the warm side of the ceiling.

Even if you feel you have had satisfactory ventilation performance with your old roof, it might be necessary to add ventilation with your new roof to meet these standards.

**What function does shingle underlayment serve?** An underlayment, commonly known as roofing felt, will:

- Protect the roof deck from moisture prior to shingle application.
- Provide a degree of back-up protection in the event water gets under roofing shingles.

Protection against ice dams can be obtained by using a special waterproof shingle underlayment at the eaves or lower edges of the roof, in addition to installing adequate ventilation and proper insulation in the attic. The code in Minnesota requires this special waterproof shingle underlayment at the eaves or lower edges of the roof.

How can you determine if the roof is properly ventilated? A roof needs to breathe. An effective ventilation system will help prevent attic heat build-up; attic moisture and condensation; weather infiltration (e.g., drifting, snow, wind-driven rain); and prevents ice dam build-up.

Research has shown that proper ventilation is required if the shingles are to last their design life.

## CODE REQUIREMENTS:

**Asphalt shingles, roof slopes 4/12 and greater.** A typical installation of asphalt shingles is shown in the illustration for use on roofs 4/12 and greater. However, the code also permits application on a roof that has a slope of less than 4/12 if the low slope roofing procedures are used.

**Shingles:** Shingles must be fastened with corrosion-resistant nails, 12 gage with a 3/8" head and long enough to penetrate into the sheathing 3/4" in thickness the nail must penetrate through the sheathing. Shingles normally require 4 nails per 36 - 40 inch shingle and two per 9 - 18 inch shingle. Shingles must always be fastened in accordance with the manufacturers instructions.

**Underlayment:** The code requires that underlayment of one layer of non-perforated Type 15 felt lapped 2 inches horizontally and 4 inches vertically to shed water. In addition, an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

**Valleys:** Valley linings shall be installed in accordance with manufacturer's installation instructions before applying shingles. Valley linings of the following types shall be permitted.

1. For open valley (valley lining exposed) lined with metal, the valley lining shall be at least 24 inches wide and of the corrosion-resistant metals in Table R905.2.8.2.
2. For roof slopes from two units vertical in 12 units horizontal (17-percent slope), up to four units vertical in 12

# ROOFING *continued*

units horizontal (33-percent slope), underlayment shall be two layers applied in the following manner. Apply a 19-inch strip of underlayment felt parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, apply 36-inch-wide sheets of underlayment, overlapping successive sheets 19 inches, and fastened sufficiently to hold in place. For roof slopes of four units vertical in 12 units horizontal (33-percent slope) or greater, underlayment shall be one layer applied in the following manner. Underlayment shall be applied shingle fashion, parallel to and starting from the eave and lapped 2 inches, fastened sufficiently to hold in place. End laps shall be offset by 6 feet.

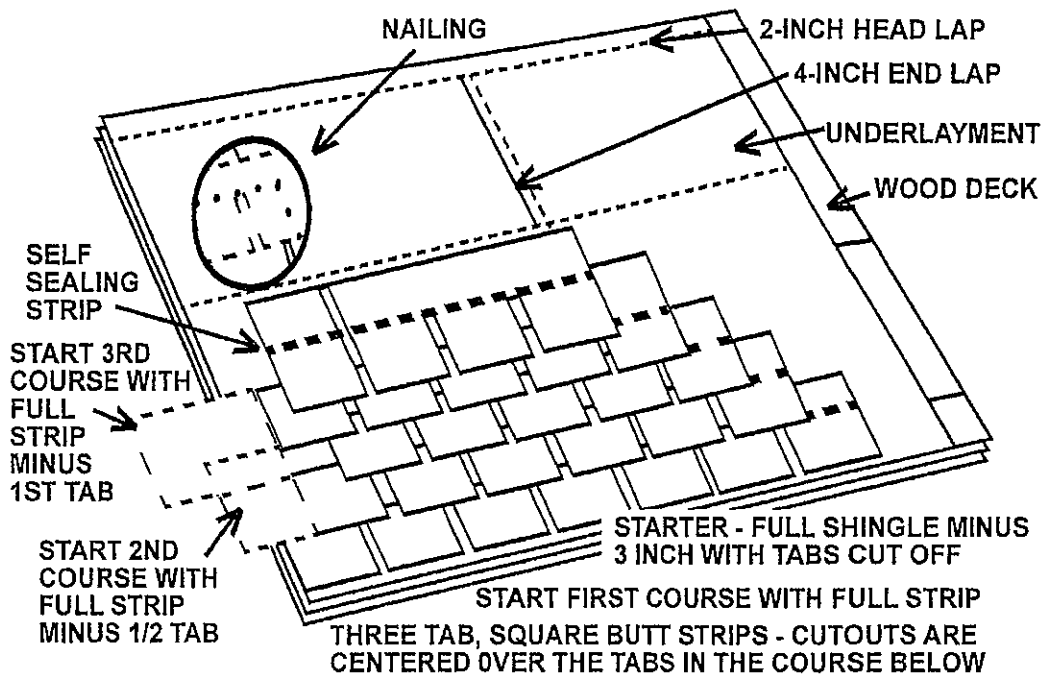
3. For closed valleys (valley covered with shingles), valley lining of one ply of smooth roll roofing complying with ASTM

D 224 Type II or Type III and at least 36 inches wide or valley lining as described in Items 1 and 2 above shall be permitted. Speciality underlayment complying with ASTM D 1970 may be used in lieu of the lining material.

**Crickets and saddles.** A cricket or saddle shall be installed on the ridge side of any chimney greater than 30 inches (762 mm) wide. Cricket or saddle coverings shall be sheet metal or the same material as the roof covering.

**Sidewall flashing.** Flashing against a vertical sidewall shall be by the step-flashing method.

**Other flashing.** Flashing against a vertical frost wall, as well as soil stack, vent pipe and chimney flashing, shall be applied according to asphalt shingle manufacturer's printed instructions.



**GOPHER STATE ONE CALL** Call at least 2 full business days before you dig.  
 1-651-454-0002 1-800-252-1156 [www.gopherstateonecall.org](http://www.gopherstateonecall.org)

Contact your local building code official regarding specific code and permit requirements in your municipality or if you have any questions regarding information presented in this brochure.