

City of Robbinsdale



Engineering Department

4100 Lakeview Ave N Robbinsdale, MN 55422

♦ Phone 763-531-1268

RESIDENTIAL RE-ROOF PERMIT

permits@robbinsdalemn.gov

DATE: _____

PERMIT #: _____

JOB ADDRESS: _____

PROPERTY OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

- If property owner is completing the work, please attach a "Property Owner's Affidavit"

CONTRACTOR NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

EMAIL: _____ (REQUIRED)

STATE LICENSE #: _____

CITY LICENSE #: _____

EPA (LEAD) CERT#: _____

CONTRACT VALUE OF WORK: \$ _____ (COST OF MATERIALS/LABOR)

DETAILED DESCRIPTION OF WORK:

1. ARE YOU USING A DUMPSTER/CONTAINER? ☐ YES **(IF YES, A PERMIT IS REQUIRED)** ☐ NO
 - **IF YOU ARE USING A DUMPSTER / CONTAINER, A PERMIT IS REQUIRED REGARDLESS OF THE ITEMS COLLECTED, THE LENGTH OF TIME IT IS NEEDED, AND WHERE THE CONTAINER IS PLACED.**
 - IF YOU ARE USING A TRUCK OR LICENSED TRAILER, A CONTAINER PERMIT IS NOT REQUIRED.
2. WAS THE STRUCTURE BUILT BEFORE 1978? ☐ YES ☐ NO
3. DOES THE PROPOSED INTERIOR WORK DISTURB 6 SQ FT OR MORE? ☐ YES ☐ NO ☐ N/A
4. DOES THE PROPOSED EXTERIOR WORK DISTURB 20 SQ FT OR MORE? ☐ YES ☐ NO ☐ N/A

If you are a contractor and you answered YES to one or both of questions 3 or 4, please attach a copy of your Lead Certification

APPLICANT SIGNATURE:

PRINT NAME:

PHONE NUMBER:

PLEASE MARK ALL THAT APPLY

RESIDENTIAL TEAR OFF & RE-ROOF:

- ☐ House Only \$75
- ☐ Detached Garage Only \$50
- ☐ House w/ attached or detached Garage \$75

PERMIT FEE (MINIMUM \$50): \$ _____

STATE LICENSE VERIFICATION FEE: \$ _____

STATE SURCHARGE (MINIMUM \$.50): \$ _____

OTHER FEE(S): \$ _____

TOTAL PERMIT FEE: \$ _____



CALCULATING THE TOTAL PERMIT FEE

This applications if for RESIDENTIAL Roofs only.

Commercial Re-roof need to be submitted on a BUILDING PERMIT.

Flat Rate Fees listed on the first page of the application on the upper box. Additional fees are below.

State Licensed Contractors: State Licenses are verified with *each* permit and the license verification fee is charged with *each* permit. The State License Verification Fee is \$5.00.

Property Owners: Property owners doing their own work must fill out a Property Owner's Affidavit and submit it with the application. Property owners doing their own work must include labor costs in the "Contract Value of Work". If unsure of what that amount might be, sometimes taking the cost of the materials and doubling that amount can result, in most situations, a "Contract Value of Work". The Building Official may adjust a "Contract Value of Work" if it is too low or too high based on the work being proposed.

Calculating the State Surcharge = Contract Value x .0005

If the calculated amount is less than \$.50, then that amount is rounded up to the minimum State Surcharge.

The minimum State Surcharge is \$.50

In Summary:

Add the Permit Fee + License Verification Fee (if applicable) + Other Fees (if applicable) + State Surcharge = Total Permit Fee

Roofing Procedure for New or Torn-Off Roofs: (4/12 pitch and greater)

(Consult with the Building Official for roofs that are less than a 4/12 pitch)

- 1) Remove all layers of shingles, and ice and water shield
- 2) Repair sheathing to sound condition, if needed.
- 3) Apply eaves flashing (ice and water shield) to 24" up from the inside wall line. This may be either:
 - a) (2) layers of 15 # felt, mopped solid with 4" lap at horizontal seams and 8" lap at vertical seams, or
 - b) An approved manufactured ice and water shield.
- 3) The entire roof shall then be covered with 15 # felt lapped 2" at horizontal seams and 4" at vertical seams.
- 4) Install shingles on roof.

Required Inspections for a "Tear-Off & Re-Roof":

- 1) Photos of Ice & Water Shield and Flashings must be of good quality and available at the jobsite for the final inspection, or a visual inspection of the ice & water shield and flashings is required.
- 2) Final Inspection.



PROPERTY OWNER'S AFFIDAVIT

WORK PERMIT CERTIFICATION

DATE: _____

I, _____ HEREBY CERTIFY THAT I AM THE PROPERTY OWNER OF
(ADDRESS) _____, AND WILL PERFORM THE
_____ WORK MYSELF.

As a home owner, you are deciding to apply for this permit yourself, you will be acting as the "owner/builder." By taking the permit out yourself, you become the general contractor. You assume all legal liabilities for the job, including permit fees, state surcharges, plan review fees, scheduling inspections and completing the permit process to its end.

PROPERTY OWNER SIGNATURE

PHONE #

EMAIL ADDRESS: