



**City of White Bear Lake  
Building Department  
4701 Highway 61 N.  
White Bear Lake, Minnesota 55110  
651-429-8518 | [www.whitebearlake.org](http://www.whitebearlake.org)  
[buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)**

## **ROOFING GUIDELINES**

This handout is a summary of the permit & inspection process as well as the standard requirements based on State Building Code regarding Roofing. Information contained herein does not contain all of the specific codes for construction, and shall only be used as a guide.

**Permit Submission Requirements:** Roofing permits may be completed via the ePermit system at [www.whitebearlake.org](http://www.whitebearlake.org) or complete a permit application in person or via email at [buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)

**Roofing Permit Fee:** See the White Bear Lake Fee Schedule at [www.whitebearlake.org](http://www.whitebearlake.org)

### **Licensing Requirements:**

- Minnesota State License is required for Roofing contractors. No exceptions. Minnesota State license number must be provided on permit application.
- Property owners may perform building related trades on property they own. Property owners will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor.

**Inspection Requirements:** The inspection card and approved plans must be on site upon the start of work until the final inspection has been performed and passed. All construction work shall remain accessible and exposed for inspection until approved by the Building Inspection Department.

All required inspections will be listed on the permit card. A final inspection is required upon completion of project and approvals for all other inspections have been complete; please call 651-429-8518 to schedule an inspection. A 24-hour notice is required for all inspections (period is subject change during busy times).

### **Roof Specific Inspection Requirements:**

Flat Roof insulation requires an on-site inspection. Contractor to meet inspector on site with ladder if necessary.

Ice & Water inspection options:

- Contractor may call for an on-site ice & water inspection.
- Provide photos with the permit card and call in to schedule an inspection.
- Email photos to [buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org) – Emailed photos must provide one photo of the home from the street as well as photos of the ice & water on all appropriate locations. The property address must be in the subject line of the email.

During the winter months, roof inspections are not performed if there is any snow on the roof. Please call for an inspection only when the new roof is 100% clear of snow. Minnesota State License is required for contractors. No exceptions.

## **Information and guidelines:**

Before undertaking any re-roofing project, several questions should be considered. You should familiarize yourself with all aspects of the re-roofing process before you begin. Various conditions about your roof may limit your product choices or affect the cost of your roofing job.

### ***Do I need a new roof?***

How old is it? A roof that has been properly installed can last 20 years or more. An inspection of the roof should be done periodically. Look for cracked, curled, or cupped shingles, worn mineral coatings, exposed nails, previous patches, holes and exposed underlayment or sheathing. Check for gaps at flashing around chimneys, plumbing vents, and other roof junctures.

### ***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 the result of bad or improperly installed flashings. 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 usually be replaced or repaired without completely installing a completely new roof.

### ***Do it myself or hire a professional?***

This is a question only you can answer based on your skill level and time availability. The homeowner can successfully accomplish an asphalt-roofing project 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 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?***

For many years there have been two options available when re-roofing:

1. One would be to tear off the old roof before applying the new one (tear-off).
2. The second would be to lay new shingles over the existing roof (layover). Roofing materials are heavy, so multiple layers can affect the ability of a roof to hold the weight of winter snow.

With the Minnesota States Adoption of the 2012 International Building Code, when a roof has 2 or more layers of asphalt shingles, an overlay is not allowed.

Although an overlay was often a less expensive option, it was 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 can be revealed when the roof is torn off. Properly designed attic ventilation can then be installed in order to eliminate such problems.
- When the old roof is torn off, an ice-protection underlayment can be installed before applying the new roof. This will help prevent against ice dam leakage.

- 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 on a smooth and sound substrate and have new underlayment.

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

The slope of the roof is the vertical rise of the roof in relation to the horizontal run. A 4:12 roof pitch rises four (4) feet vertically for every twelve (12) feet of roof measured horizontally. Asphalt shingles can only be used on roof slopes of two units vertical in 12 units horizontal (2:12) or greater.

***Do I need to increase my roof ventilation?***

Enclosed attics and enclosed rafter spaces formed where ceilings are applied to the underside of the roof rafters shall have cross ventilation for each separate space by ventilation openings protected against the entrance of rain and snow. Proper ventilation is required if the shingles are to last their design life.

Minimum Ventilation Area: The total net-free ventilation area shall not be less than 1/150 of the area of the space ventilated. The minimum net-free ventilation area shall be 1/300 of the space, provide one or more of the following conditions:

- 1) The structure has a vapor barrier installed on the waterside of the ceiling.
- 2) At least 40% and not more than 50% of the required ventilation is provided by vents in the upper portion of the attic.

***Roofing Material Notice:***

All roof shingles being installed must meet one of the following standards: ASTM Standard D7158 or ASTM Standard D 3161 (for wind speed of 90 mph). Asphalt shingle packaging shall bear a label that indicates compliance. Provide proof of compliance on the job site when installing asphalt shingles. (Note: most 3 tab shingles do not comply with these standards.)

*This document is for informational purposes only and not intended to address every situation for the permitting and plan review process.*

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