

ROOFING

Construction Permit Tips For Home Owners

This publication provides guidelines for new roof coverings on residential properties. The code requirements herein are not all-inclusive and should not be construed to represent all code requirements for your project and are representative of all conditions that you may encounter.

You must obtain a permit for the construction of a residential roofing replacement or repair. Listed below is the type of permit required for this project. Apply for your permit at the Grand Ledge Building Department located in the Grand Ledge City Hall at 310 Greenwood Street.

- **Building Permit** for all architectural and structural elements of all garages and similar structures greater than 200 square feet in area

Helpful Hint: As the property owner, you may obtain permits in your own name; however, if a contractor is to perform the work, it is **required** that the contractor secure the permit and be listed as the responsible party. In this way, the city will be in a better position to assist you in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.

PERMIT PROCESS

- Bring the construction documents described herein to the Grand Ledge City Hall Building Department where your permit process will begin. Here you will complete a **Building Permit Application**. Permit Applications are also available on the City of Grand Ledge website **grand-ledge.com**.
- A building permit is issued when all required approvals have been obtained and applicable fees have been paid. Once your permits are issued, you must post a copy on the job site until the project has received final approval.
- A building permit must be issued within 6 months of the application date or the application will be canceled.
- Permits that have no activity for 6 months or more will be cancelled.

FEES

- For information on the related fees for a roofing permit, contact the City of Grand Ledge Building Department located in the Grand Ledge City Hall at 310 Greenwood Street 517-622-4756
- Fees may be paid by cash or check.

TEAR OFFS

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

- The existing or roof covering is water-soaked or has deteriorated to the point that the existing covering is not adequate as a base for additional roofing.
The existing surface must be allowed to dry out completely so as not to trap moisture beneath the new covering material, as well as the existing sheathing. If the existing covering cannot adequately dry out, or has been permanently damaged, it must be removed.
- The existing roof covering is wood shake, clay, cement, or asbestos-cement tile. These roofing materials do not make an

adequate base for new roof coverings and could prevent the formation of a weather tight seal, allowing penetration of water, snow, etc. These existing coverings must always be removed.

- The existing roof has two or more layers of any type of covering. All layers need to be removed to provide a weather resistant envelope and to safeguard the structural support of the roof.

BUILDING CODE

Your project is required to comply with the 2015 Michigan Residential Code (MRC), which incorporates the 2015 International Residential Code (IRC) for residential construction, effective April, 2015. You may purchase the MRC through the State of Michigan Bureau of Construction Codes, ph. 517-241-9302, or by visiting their website at

<http://www.michigan.gov/bccfs>.

- **If the existing roof deck is of 3/8" thickness, the roof must be re-decked regardless of the condition of the 3/8" existing deck.**
- Asphalt shingles shall not be installed on roofs below a 1:12 pitch.
- Mineral-surfaces roll roofing shall not be installed of roofs below a 1:12 pitch.
- Fifteen pound felt paper underlayment is required on all roofs. Two layers are required on all roofs slopes with a pitch of less than 4:12 down to 2:12.
- An ice barrier shall be provided that extends from the lowest edge of all roof surfaces to appoint 24" inside the exterior wall line of the building.
- Flashing for asphalt shingles shall be provided.

ATTIC SPACE VENTILATION

- If the attic space is vented by attic vents only, 1 square foot of attic ventilation is required for every 150 square foot of attic space is required.

- If the attic space is vented by ridge or static and soffit vents, 1 square foot of attic ventilation is required for every 300 square foot of attic space
- A ridge vent must be installed per the manufacturer's specifications and must utilize cross ventilation.

INSPECTION REQUIREMENTS

- **Roof Deck:** After existing roofing materials have been removed, leaving deck exposed for inspection.
- **Final:** The work must be completed.

SCHEDULING AN INSPECTION

PROVIDE A MINIMUM 24 HOURS NOTICE WHEN YOU REQUEST A ROOF DECK INSPECTION OR FINAL INSPECTION. INSPECTION REQUEST MAY BE MADE BY CALLING (517) 622-4756.

It is the responsibility of the permit holder or the permit holder's representative to notify the city when the stages of construction are reached that requires an inspection. Ladder, scaffolds and testing equipment are required to complete and inspection must be provided.

**For detailed information visit
www.cityofgrandledge.com**