



## ROOFING PERMIT ISSUANCE AND INSPECTION PROTOCOL

As of April 1, 2009, a building permit is required for re-roofing in Missoula County. This is applicable to residential and commercial projects for all re-roofing projects which involve more than one square of roofing material. In roofing terminology, a square is equal to 100 square feet.

The fee for a roofing permit is \$90.00, regardless of the size or type of project or whether it is residential or commercial. This fee will cover installation of the new roofing material only. If structural repairs are necessary, or re-sheathing of the entire structure is required, the permit fee will be adjusted according to extent and valuation of the additional work.

Applicants will be required to provide the following information on the permit application before a permit will be issued:

- Identify the slope or pitch of the roof
- Identify the type of roofing to be applied and the manufacturer and style of roofing
- State whether the new roofing material is to be applied over an existing roofing material or if the project will be a complete tear-off. If they are going to install the new roofing material over an existing material, they will need to state how many existing layers there are and the type of roofing they will be covering

All roofing materials must be installed per the manufacturer's recommendations, the International Building Code and the International Residential Code.

**Staples are no longer an approved fastener for asphalt roofing materials.**

**Asphalt shingles installed on roof slopes between 2 in 12 up to 4 in 12, require a double layer of underlayment applied per code.**

**Ice dam membranes must be provided at all eaves and they must extend from the eave's edge to a point at least 24 inches inside the exterior wall line of the building.**

County inspectors will be equipped with 15' extension ladders that will provide access to most projects. If the lowest portion of a roof is more than 12' above grade, the applicant is required to provide safe access to the roof for inspection.

Typically, two inspections will be required. An "in-progress" inspection is required after tear-off and once the underlayment is installed. This inspection will verify; that the correct underlayment is used; that the ice dam membrane is installed per code requirements; that drip edge is properly installed.

A final inspection is required to verify; correct installation of the roofing material; that all penetrations are properly flashed; that roof to wall junctures are correctly flashed.