CITY OF HUGO EST. 1906

14669 Fitzgerald Blvd N
Hugo, MN 55038
PHN: (651) 762-6300
FAX: (651) 762-6344
www.ci.hugo.mn.us

Re-Roof Residential Permit

Property Type:	☐ Single Family ☐ Two Family ☐ Townhome ☐ Accessory Structure (shed/detached garage/pole building) ☐ MFD Home - overlay not allowed, metal requires City approved metal roofing
Construction Type:	☐ Replacement ☐ Repair (over 100 square feet)
Job Site Address:	Street Number ____ Street Name ____ Unit ____ Parcel ID ____ Lot ____ Block ____ Subdivision ____
Applicant Type:	☐ Contractor ☐ Owner – (Property Owner Waiver Form Required) Verify Ownership at https://mn-washington.manatron.com/
Contractor Detail:	Company Name ____ Contact First Name ____ Mobile/Text # ____ Contact Last Name ____ Office Phone # ____ Street Number ____ Street Name ____ Unit ____ City ____ State ____ Zip ____ Contact Email ____ License Number ____
Owner Detail:	Owner First Name ____ Mobile/Text # ____ Owner Last Name ____ Other Phone # ____ Email ____ Street Number ____ Street Name ____ Unit ____ City ____ State ____ Zip ____
Project Summary:	
Installation Type:	☐ Recovering (overlay) ☐ Replacement (tear off)

R907.3 Recovering versus replacement

New roof coverings shall not be installed without first removing all existing layers (tear off) of roof coverings where any of the following conditions exist:

Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.

Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.

Where the existing roof has two or more applications of any type of roof covering.

Exceptions:

Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.

Installation of metal panel, metal shingle and concrete and clay tile roof coverings over existing wood shake roofs shall be permitted when the application is in accordance with Section R907.4 of the Minnesota Residential Code.

The application of new protective coating over existing spray polyurethane foam roofing systems shall be permitted without tear-off of existing roof coverings.

Where the existing roof assembly includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane in accordance with Section R905 of the Minnesota Residential Code.

Material Type: ☐ Asphalt ☐ Metal ☐ Wood Shake ☐ Modified Bitumen System ☐ Other ____

Permit becomes void if work does not begin within 180 days or is suspended at any time for over 180 days. Permits issued and inspections made by the city are a public service and do not constitute any representation, guarantee, or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of Hugo. Periodic and/or a final inspection of this work are required by the Minnesota State Building Code.

It is the responsibility of the applicant to call the City of Hugo Building Department at 651-762-6300 to schedule an inspection.

Applicant Signature ____ **Date** ____

Fixed Permit Fee:	**$73.50**
State Surcharge:	**$1.00**
Technology Fee:	**$2.00**
Total Permit Cost:	**$76.50**

Permit No.: ____

Date Rec'd: ____

Office Use Only

Received Date: ____ **Permit Number:** ____