



CITY OF WEST ST. PAUL

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City of West St. Paul Building Inspection Department – (651) 552-4116 Fax: (651) 552-4190

REQUIRED: One electronic copy (preferred) or one paper copy of each of the following items must be submitted with this Property Address _____

1. Full written scope of the project submitted to owner.
2. Shop drawing/section view of new installation system, including structural components of the existing roof.
3. A listing (name) of each specific manufacturer’s product being installed.
4. The flame spread documentation for any foam products being installed.
5. The thickness of all products being installed.
6. The fire tested assembly number designation. (U.L. Factory Mutual, ICC)
7. Any documentation from a Minnesota registered structural engineer.
8. Copy of the manufacturer’s installation instructions.

If engineered drawings are submitted, a Plan Review fees will be charged.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are all the existing roofing materials being removed to the structural deck? Yes No
2. How many sq. feet is the existing roof? _____ How many sq. feet are being replaced? _____
3. What type of roofing system currently exists? Built-up Membrane Other
4. What type of roofing system is proposed? Built-up Membrane Other
5. Will the new roofing materials reduce or increase the current dead load?
 Increase Reduce No Change
6. If loading is to be increased, has a structural engineer been hired to review all allowable loads?
If yes, attach an Engineer’s report Yes No
7. Are any new drainage devices being added or altered as part of the re-roof? Yes No
8. Per International Building Code Table 1501.1 what class designation is the new roof system?
 A B C Non-classified
9. What overall R-value will the new roof produce? _____
10. Per International Building Code Section 2603.4, 2603.4.1, and 2603.4.1.5, will a thermal barrier required as part of the re-roofing project? Yes No
11. Will any electrical, plumbing, gas or mechanical items on the existing roof need to be disconnected and reconnected as part of the re-roof? Yes No
12. Are any electrical, plumbing, gas or mechanical items being replaced in conjunction with the Re-roof? Yes No