



# Residential Re-Roofing Permit Application

## City of Brainerd

501 Laurel Street ♦ Brainerd, MN 56401 ♦ 218.828.2309 ♦ 218.828.2316 (fax)

[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

SITE ADDRESS			DATE		PROJECT VALUATION	
OWNER'S NAME			CONTRACTOR'S BUSINESS NAME			
OWNER'S ADDRESS			CONTRACTOR'S BUSINESS ADDRESS			
CITY		STATE	ZIP		CITY	
					STATE	
					ZIP	
OWNER'S PHONE NUMBER			BUSINESS PHONE		BUSINESS FAX	
OWNER'S EMAIL ADDRESS			CONTRACTOR'S EMAIL ADDRESS			
<b>TYPE OF ROOFING MATERIAL</b> (check appropriate box): <input type="checkbox"/> Asphalt Shingles <input type="checkbox"/> Metal – Approval by Planning Department required. Reference: Section 515-17-3. Metal roofs are allowed provided they are constructed with standing seams and concealed fasteners. Manufacturer's Installation Instructions (MIIs) and metal profile must be submitted with application. Approved by: _____ Date: ____/____/____ <input type="checkbox"/> Other, List Material _____			STATE LICENSE NUMBER			
			<b>TYPE OF STRUCTURE</b> (submit one application per structure) <input type="checkbox"/> House structure with attached garage <input type="checkbox"/> House structure only <input type="checkbox"/> Detached garage structure only			
			<b>ROOF EDGE TREATMENT</b> (check appropriate box): <input type="checkbox"/> Metal <input type="checkbox"/> Other _____			
<b>ROOF SLOPE</b> (check appropriate box): <input type="checkbox"/> Less than 2/12 (approved low slope material is required) <input type="checkbox"/> 2/12 up to 4/12 (double underlayment is required for asphalt shingle installations) <input type="checkbox"/> 4/12 or greater			<b>VALLEY TREATMENT &amp; ICE BARRIER</b> (check appropriate box): <input type="checkbox"/> Ice Barrier <input type="checkbox"/> Metal <input type="checkbox"/> _____ An ice barrier shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24" inside the exterior wall line of the building. Ice Barrier Exception: Detached accessory structures that contain no conditioned floor area.			
<b>ROOF DECK</b> (check appropriate box): <input type="checkbox"/> Solidly Sheathed (i.e. plywood) <input type="checkbox"/> Spaced Boards <input type="checkbox"/> Other: _____ Comments: _____ _____			<b>CHIMNEY REMOVAL – Chimney to be Removed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Masonry chimneys and appliance vents must be altered per the MN Chapter 1346. The alterations to chimneys and vents must be permitted and completed by licensed mechanical contractors only.			
<b>Certification</b>						
Permits are required for Electrical, Building, Heating, Ventilating and Air Conditioning. This permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance, or if the work is abandoned or suspended for a period of 180 days. All provisions of laws and Ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other Federal, State or Local law regulating construction or the performance of construction activities. This permit may be revoked at any time for due cause.						
<b>I hereby certify that I have read and examined this application and know the same to be true and correct.</b>						
APPLICANT'S SIGNATURE			DATE			
<b>OFFICE USE ONLY</b>						
DOUBLE FEE <input type="checkbox"/> YES <input type="checkbox"/> NO		PROPERTY ID			PERMIT NUMBER	



# Property Owner Waiver

## Minnesota State Contractor Licensing Requirements

*The purpose of this form is to have property owners acknowledge their responsibilities to the Minnesota State Building Code, to Zoning Ordinances, and to other applicable rules and regulations when they are acting as general contractor on building projects.*

I understand that the State of Minnesota requires that all Residential Building Contractors, Remodelers, and Roofers, obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this waiver, I attest to the fact that I am building or improving my property by myself. I claim to be exempt from the State License requirements because I am not in the business of building on speculation or for resale, and this is the first residential structure that I have built or improved in the past 24 months.

I acknowledge that because I do not have a State License, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minnesota State Statute 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvement of this property. Some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota State Statute 326.92, subdivision 1, and that I forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors that I hire are unlicensed.

I have also been informed and acknowledge that by listing myself as the contractor on this project, I am solely and personally responsible for any violations of the State Building Code and/or City Ordinances in connection with the work performed on the property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Address

**Please return this signed waiver with the Building Permit Application.**

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of an individual contractor, please call the Minnesota Department of Labor & Industry, Construction Codes and Licensing Division at (651) 284-5005 or toll-free at 1-800-657-3944.

### **EPA Renovation, Repair, and Painting Program**

The RRP Rule affects contractors, property managers, and others who disturb lead-based paint during renovation. The RRP Rule requires that firms paid to perform renovation, repair, demolition, or painting work in pre-1978 housing and child-occupied facilities have their firm certified by EPA. Additionally, the Minnesota Legislature passed a law that is intended to work in conjunction with Federal lead law(s). Essentially, the law requires local municipal building departments to be part of this Federal mandate by requiring each municipal building department to verify contractor compliance with Federal mandated lead certification requirements at the time of permitting. Local building departments are not responsible for any additional type of enforcement of the law; but simply to verify firm certification compliance.