



CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331 • 952-960-7900
www.ci.shorewood.mn.us • cityhall@ci.shorewood.mn.us

MEMORANDUM

DATE: May 17, 2019

TO: Roofing installer

FROM: Wade Woodward

Regards: Standard asphalt roofing on standard slope roofs.

Installation of roofing needs to be in compliance with the manufacture's installation instructions and 2012 IRC as amended by the State of Minnesota.

Items that will reduce roofing corrections include:

1. Following the roofing manufacture's installation instructions.
2. Ice Barrier underlayment needs to be provided for all parts of the dwelling from the eave to minimum 24 inches inside the exterior building wall line. This includes and is not limited to house, garage and porch.
3. Underlayment fully to outside edge of fascia finish, over drip flanges at eaves and under drip flanges at rakes.
4. Install underlayment at gutter flange per manufacture's installation instructions.
5. Located shingle nails/fasteners per roofing manufacturer's instructions.
6. Drive roofing nails/fasteners straight and flush with shingles.
7. Cut shingle tips in valleys per manufacture's installation instructions.
8. Extend valley flashing fully to edge of roofing minimum 12 inches from valley centerline.
9. Seal down first row of shingles per manufacture's installation instructions.
10. Seal down loose tabs.
11. Roofing overhang at fascia per manufacture's installation instructions.
12. Ridge to roof slope shingle application per manufacture's installation instructions.
13. Repair of caulking and siding.
14. Repair rusted and bent flashing.
15. Shingles need to lay flush with roofing and flashing.

Inspections:

1. Roofing inspection is required when the roofing is finished.
2. Call 952.960.7900 to set up an inspection appointment with the receptionist.
3. Provide photographs of roofing underlayment.
4. Minimum 24-hours notice for inspection appointments.
5. Access to the building roof needs to be provided for inspection.
6. Notice of inspection will be left at the site if no one is there at the time of the inspection.

Please print and sign and date completed form. Completed forms may be mailed to the city, dropped off in-person, or scanned and emailed to cityhall@ci.shorewood.mn.us.



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PLANNING AND PROTECTIVE INSPECTIONS

BUILDING PERMIT APPLICATION

PROPERTY

(Please Print or Type)

Address: _____

P.I.N.: _____

OWNER

Name: _____ Day Telephone No.: _____

Address: _____
(Street) (City/State) (Zip code)

Email Address: _____ Fax No.: _____

CONTRACTOR

Name: _____ Day Telephone No.: _____

Address: _____
(Street) (City/State) (Zip code)

Email Address: _____ State Lic. No.: _____

Building use: Residential Non-residential

Original construction before 1978? Yes No Unknown Lead certificate # _____

The undersigned hereby agrees in case such permit is granted that all work shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all applicable ordinances.

Signature of Applicant: _____ Date: _____

To pay online for permits \$400 and less, please call city hall with payment confirmation number, 952.960.7900.

- New construction
- Addition
- Remodel
- Re-roof
- Finish basement
- Garage
- Porch
- Deck
- Demolition of: _____
- Other: _____

Online payment # _____

Estimated Value: _____

For office use only

Zoning District: _____

Signed: _____

For office use only	
Permit fee	_____
Plan Check Fee	_____
State Surcharge	_____
MCES S.A.C.	_____
Sewer Permit	_____
Water Permit	_____
Water Connection	_____
Escrow	_____
_____	_____
_____	_____
Total:	_____
Receipt No.	_____
Date:	_____