



CITY OF EDINA

4801 50th Street West, Edina, MN 55424-1394

Building Inspections Department

(952) 826-0372 FAX (952) 826-0389 TDD (952) 826-0379

www.cityofedina.com/building

PERMIT NUMBER

HERITAGE LANDMARK
CASE NUMBER

for office use only

Building Permit Application

PRINT OR TYPE APPLICATION

Site Information

Address _____ Suite/Unit number _____

Lot _____ Block _____ Subdivision _____

Tenant/Building name _____

Year structure built _____

Work Description

Proposed starting date _____ Completion date _____

1 New 2 Addition 3 Alteration 3 Remodel 4 Repair 4 Replace

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Single Family Detached | <input type="checkbox"/> 3&4 Family Residential | <input type="checkbox"/> Recreation/Amusement | <input type="checkbox"/> Private School |
| <input type="checkbox"/> Single Family Attached | <input type="checkbox"/> 5 & More Residential | <input type="checkbox"/> Grade/Fill/Excavate Only | <input type="checkbox"/> Church/Religious Bldg |
| <input type="checkbox"/> Residential Garage/Addn | <input type="checkbox"/> Office/Warehouse | <input type="checkbox"/> Demolition Single Family | <input type="checkbox"/> Hospital/Institutional Bldg |
| <input type="checkbox"/> Residential Addition/Porch | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Demolition 2 Family | <input type="checkbox"/> Antenna/Tower/Dish/Etc. |
| <input type="checkbox"/> Residential Deck/Shed | <input type="checkbox"/> Office/Bank/Professional | <input type="checkbox"/> Demolition 3&4 Family | <input type="checkbox"/> Other Nonresidential Bldg |
| <input type="checkbox"/> Reroof | <input type="checkbox"/> Retail Store | <input type="checkbox"/> Demolition 5&More Family | <input type="checkbox"/> Pools |
| <input type="checkbox"/> Interior Remodel | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Other Demolition | <input type="checkbox"/> City Owned |
| <input type="checkbox"/> Basement Finish | <input type="checkbox"/> Parking Garage/Ramp | <input type="checkbox"/> Industrial Building | <input type="checkbox"/> Heritage Landmark District |
| <input type="checkbox"/> 2 Family Residential | <input type="checkbox"/> Service Station/Repair Garage | <input type="checkbox"/> Public School | <input type="checkbox"/> Retaining Wall |

Job Description _____

Construction Type _____ Occupancy Classification _____ Fire Sprinklered Yes No

Project Valuation

Applicant is

Owner Contractor Designer

Contractor Information

Company name _____ Contact name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ EMail _____ Fax _____

Contractors License # _____ _____ Lead Certification # _____ _____

Designer Information

Company name _____ Architect Engineer Designer

Address _____ City _____ State _____ Zip _____

Contact person name _____ MN License/Registration # _____

Phone _____ Cell _____ Email _____ Fax _____

COMPLETE APPLICATION ON REVERSE SIDE

Owner Information

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Cell _____ Email _____ Fax _____

Applicant Signature

I hereby apply for a permit and attest to the following:

All information on this application is complete and accurate.

All work will comply with Edina City Code and Minnesota State Building Code.

I understand this is an application only, not a permit. Work will not start without an approved permit.

All work will be done according to plans approved by the City of Edina when approved plans are required.

Erosion and sediment control, when applicable, will be installed before starting work.

Existing grades and drainage will not be altered without approved grading/drainage plans and schedule.

Applicant's signature _____ Date _____

Applicant's printed or typed name _____

Owner/Applicant Statement - To be completed only when the homeowner is the permit applicant

I understand the State of Minnesota requires residential contractors, residential remodelers and residential roofers be licensed to work in the State unless they qualify for a specific exemption from the licensing requirements. By signing this statement, I certify that I am building or improving this dwelling myself. I claim to be exempt from state licensing requirements because I am not in the business of building on speculation or for resale. I certify I have not built or improved any other residential structures in the State within the past twenty-four months. I also 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 MS 514.01.

I further acknowledge I may be hiring independent contractors to perform certain aspects of the improvements on this dwelling, and I understand some of these contractors may be required to be licensed by the State. I understand unlicensed residential contracting, residential remodeling and residential roofing activity is a misdemeanor under Minnesota law, and I forfeit my rights to reimbursement from the Contractors Recovery Fund in the event any contractors I hire are unlicensed.

Homeowner's signature _____ Date _____

Homeowner's typed or printed name _____

Contact the Minnesota Department of Labor and Industry to determine if a contractor is licensed or exempt or to check on contractor status. Metro 651-284-5005, Outstate: 1-800-342-5354 or www.dli.mn.gov and follow links to [License Lookup](#)

Approvals

for office use only

Building Inspections Dept
 By _____ Date _____

Engineering Dept
 By _____ Date _____

Planning Dept/Heritage Preservation Board
 By _____ / _____ Date _____ / _____

Health Dept
 By _____ Date _____

Fire Dept
 By _____ Date _____

Assessing Dept
 By _____ Date _____

Fees

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Permit fee Yes No _____

Plan review fee Yes No _____

State surcharge Yes No _____

Contractor license fee Yes No _____

Investigation fee Yes No _____

SAC fee Yes No _____ # of units _____

Sewer assessment Yes No _____

Water assessment Yes No _____

Sewer REC Yes No _____ # of units _____

Water REC Yes No _____ # of units _____

TOTAL _____



EDINA BUILDING DEPARTMENT POLICY MANUAL		POLICY NUMBER P-003
SUBJECT Roofing		REVISION NUMBER 3 on 9/22/00
CODE REFERENCE 2000 IBC Chapter 15 2000 IRC Chapter 9	APPROVAL <i>Steve G. Nicholson</i>	EFFECTIVE DATE 9/22/00
		PAGE 1 of 1

Purpose: To establish requirements for roofing permit applications and procedures for reviewing roof permit applications, issuing roof permits and inspecting roof permits.

1. Residential Roofs.

- 1.1. Residential roofs are defined as all R-3 occupancies.
- 1.2. Support staff may issue permits.
- 1.3. Plans are generally not required for residential roofing or reroofing.
- 1.4. A plan review fee is not applicable when plans are not required.
- 1.5. The contractor or contractor's agent must be onsite at the final inspection and be prepared to provide safe access to the roof.
- 1.6. Inspections will generally be made from the ground or a ladder at the roof edge. Ladders must be rated for at least 250#, be properly set up and be in good repair. The City does not provide ladders. Inspectors may require inspections from the roof. The contractor must provide safe access to the roof. This would include, at a minimum, roof jacks and roof surfaces free of debris, frost and snow.
- 1.7. Required inspections are:
 - Tear-off, which includes inspection of underlayment installed in accordance to the IBC or IRC requirements for areas subject to roof ice damming or roof ice. Underlayment requirements are applicable to all buildings regulated by the IBC and IRC including unheated areas or structures).
 - Final.
- 1.8. Detailed pictures of the roof after removal of the old roofing and application of the ice dam protection may be substituted for the tear-off inspections with the permission of the building inspector. Details on the pictures must include the address and location of each picture written on the picture.

2. Commercial Roofs

- 2.1. Commercial roof permit applications must be reviewed and permits issued by inspections staff.
- 2.2. Two sets of plans must be submitted with the application. Plans must include:
 - Roof plans, showing areas to be roofed and the building location in relation to other buildings and property lines.
 - Roofing specifications.
 - Roofing installation instructions.
 - Standards listing information.
- 2.3. A revised plan review fee is applicable. A plan review fee of 65% of the value is applicable up to \$40,000 valuation. A \$315 plan review fee is applicable for valuations greater than or equal to \$41,000.
- 2.4. Required inspections are dependent on type of roof covering, and will be noted on approved plans.



EDINA FIRE PREVENTION BUREAU		POLICY NUMBER 1
SUBJECT Roofing Operations with Asphalt (Tar) Kettles		REVISION NUMBER 2
CODE REFERENCE MSFC 303	APPROVAL <i>G. Roman</i> Fire Marshal	EFFECTIVE DATE Oct 23, 2007
		PAGE 1

Purpose: Provide roofing contractors with the fire code requirements for using asphalt kettles and tankers at roofing operations in the City of Edina.

Scope: Below is a reprint of the 2007 Minnesota State Fire Code (MSFC) Section 303 on Asphalt Kettles. A copy of this policy shall be attached to the permit and a copy shall be on the job site. For any questions regarding the Fire Code and placement of the Asphalt Kettles contact the Edina Fire Prevention Bureau at 952.826.0378. Contractors are required to meet an Edina Fire Inspector at the job site for compliance with the MSFC prior to issuance of the building permit. Contractors found in violation of Section 303 of the 2007 MSFC may be issued a citation and stop work orders may be issued.

SECTION 303 – ASPHALT KETTLES

- 303.1 Transporting.** Asphalt (tar) kettles shall not be transported over any highway, road or street when the heat source for the kettle is operating.
Exception: Asphalt (tar) kettles in the process of patching road surfaces.
- 303.2 Location.** Asphalt (tar) kettles shall not be located within 20 feet of any combustible material, combustible building surface or building opening (doors, windows, ventilation openings) and within a controlled area identified by the use of traffic cones, barriers or other approved means. Asphalt (tar) kettles and pots shall not be utilized inside or on the roof of a building or structure. Roofing kettles and operating asphalt (tar) kettles shall not block means of egress, gates, roadways or entrances.
- 303.3 Location of fuel containers.** Fuel containers shall be located at least 10 feet from burner.
Exception: Containers properly insulated from heat or flame are allowed to be within 2 feet of the burner.
- 303.4 Attendant.** An operating kettle shall be attended by a minimum of one employee knowledgeable of the operations and hazards. The employee shall be within 100 feet of the kettle and have the kettle in sight. Ladders or similar obstacles shall not form a part of the route between the attendant and the kettle.
- 303.5 Fire Extinguishers.** There shall be a portable fire extinguisher complying with Section 906 and with a minimum 40-B:C-rating within 25 feet of each asphalt (tar) kettle during the period such kettle is being utilized. Additionally, there shall be one portable fire extinguisher with a minimum 3-A:40-B:C rating on the roof being covered.
- 303.6 Lids.** Asphalt (tar) kettles shall be equipped with tight-fitting lids.
- 303.7 Hi-boys.** Hi-boys shall be constructed of noncombustible materials. Hi-boys shall be limited to a capacity of 55 gallons. Fuel sources or heating elements shall not be allowed as part of a hi-boy.
- 303.8 Roofing kettles.** Roofing kettles shall be constructed of noncombustible materials.
- 303.9 Fuel containers under air pressure.** Fuel containers that operate under air pressure shall not exceed 20 gallons in capacity and shall be approved.

Definition: Hi-boy. A cart used to transport hot roofing materials on a roof.