BUILDING PERMITS ARE REQUIRED FOR ROOFING AND/OR REROOFING

THIS HANDOUT IS NOT APPLICABLE FOR COMMERCIAL RE-ROOFS (INTERNATIONAL BUILDING CODE) (IBC)

Requirements for a permit:

- Building permit application Completed (online)
- Project scope of work, narrative. (Upload to ProjectDox)
- Manufactures Specifications for material to be installed. (Upload to ProjectDox)
- Pay permit fees, and pick-up permits
- Permit most be posted on the job-site related to the address on the permit and available to inspector for.

Bozeman Building Definition of Re-Roof or Structural Re-Roof:

- **Re-Roof:** Nonstructural replacement like-for-like roofing materials.
- **Structural Re-Roof:** Replacement of any structural components, rafters, manufacture trusses or repairs, and structural sheeting (OSB or plywood). Requires residential alteration permit and plan review.

Building Code Requirements:

- Installation shall comply with the currently adopted 2021 International Residential Code, and ARM Rule 24.301.154 as adopted by the City of Bozeman and the State of Montana.

- **R905.1 Roof covering application.** *Roof coverings shall be applied in accordance with the applicable provisions of this section and the manufacturer's installation instructions. Unless otherwise specified in this section, roof coverings shall be installed to resist the component and cladding loads specified in Table R301.2.1 (1), adjusted for height and exposure in accordance with Table R301.2.1 (2).*

- **R905.1.1 Underlayment** *Underlayment for asphalt shingles, clay and concrete tile, metal roof shingles, mineral-surfaced roll roofing, slate and slate-type shingles, wood shingles, wood shakes, metal roof panels and photovoltaic shingles shall conform to the applicable standards listed in this chapter. Underlayment materials required to comply with ASTM D226, D1970, D4869 and D6757 shall bear a label indicating compliance to the standard designation and, if applicable, type classification indicated in Table R905.1.1 (1). Underlayment shall be applied in accordance with Table R905.1.1 (2). Underlayment shall be attached in accordance with Table R905.1.1 (3).*

- **R905.1.2 Ice barriers.** *In areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2, an ice barrier shall be installed for asphalt shingles, metal roof shingles, mineral-surfaced roll roofing, slate and slate-type shingles, wood shingles and wood shakes. The ice barrier shall consist of not fewer than two layers of underlayment cemented together, or a self-adhering polymer-modified bitumen sheet shall be used in place of normal underlayment and extend from the lowest edges of all roof surfaces to a point not less than 24 inches (610 mm) inside the exterior wall line of the building. On roofs with slope equal to or greater than 8 units vertical in 12 units horizontal (67-percent slope), the ice barrier shall also be applied not less than 36 inches (914 mm) measured along the roof slope from the eave edge of the building.*

- **R905.2.5 Fasteners.** *Fasteners for asphalt shingles shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12-gage [0.105 inch (3 mm)] shank with a minimum 3/8-inch-diameter (9.5 mm) head, complying with ASTM F1667, of a length to penetrate through the roofing materials and not less than 3/4 inch (19.1 mm) into the roof sheathing. Where the roof sheathing is less than 3/4 inch (19.1 mm) thick, the fasteners shall penetrate through the sheathing.*

- **R905.2.8 Flashing.** *Flashing for asphalt shingles shall comply with this section and the asphalt shingle manufacturer's approved installation instructions.*
  - **R905.2.8.1 Base and cap flashing.** *Base and cap flashing shall be installed in accordance with manufacturer's instructions. Base flashing shall be of either corrosion-resistant metal of minimum nominal 0.019-inch (0.5 mm) thickness or mineral-surfaced roll roofing weighing not less than 77 pounds per 100 square feet (4 kg/m2). Cap flashing shall be corrosion-resistant metal of minimum nominal 0.019-inch (0.5 mm) thickness.*
  - **R905.2.8.2 Valleys.** *Valley linings shall be installed in accordance with the manufacturer's instructions before applying shingles. Valley linings of the following types shall be permitted:*
    1. *For open valleys (valley lining exposed) lined with metal, the valley lining shall be not less than 24 inches (610 mm) wide and of any of the corrosion-resistant metals in Table R905.2.8.2.*
    2. *For open valleys, valley lining of two plies of mineral-surfaced roll roofing, complying with ASTM D3909 or ASTM D6380 Class M, shall be permitted. The bottom layer shall be 18 inches (457 mm) and the top layer not less than 36 inches (914 mm) wide.*
    3. *For closed valleys (valley covered with shingles), valley lining of one ply of smooth roll roofing complying with ASTM D6380 and not less than 36 inches wide (914 mm) or valley lining as described in Item 1 or 2 shall be permitted. Self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 shall be permitted in lieu of the lining material.*

- **R905.2.8.3 Sidewall flashing.** *Base flashing against a vertical sidewall shall be continuous or step flashing and shall be not less than 4 inches (102 mm) in height and 4 inches (102 mm) in width and shall direct water away from the vertical sidewall onto the roof or into the gutter. Where siding is provided on the vertical sidewall, the vertical leg of the flashing shall be continuous under the siding. Where anchored masonry veneer is provided on the vertical sidewall, the base flashing shall be provided in accordance with this section and counter flashing shall be provided in accordance with Section R703.8.2.2. Where exterior plaster or adhered masonry veneer is provided on the vertical sidewall, the base flashing shall be provided in accordance with this section and Section R703.6.3.*

- **R905.2.8.5 Drip edge**. *A drip edge shall be provided at eaves and rake edges of shingle roofs. Adjacent segments of drip edge shall be overlapped not less than 2 inches (51 mm). Drip edges shall extend not less than 1/4 inch (6.4 mm) below the roof sheathing and extend up back onto the roof deck not less than 2 inches (51 mm). Drip edges shall be mechanically fastened to the roof deck at not more than 12 inches (305 mm) o.c. with fasteners as specified in Section R905.2.5. Underlayment shall be installed over the drip edge along eaves and under the drip edge along rake edges.*

- **R908.2 Structural and construction loads.** *The structural roof components shall be capable of supporting the roof covering system and the material and equipment loads that will be encountered during installation of the roof covering system.*

- **R908.3 Roof replacement.** *Roof replacement shall include the removal of existing layers of roof coverings down to the roof deck.*
  - *Exception: 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.*

Required Inspections:

- **Roof Dry-in inspection**
  - Permit is issued. Permit Posted. Work can commence, removal of existing material, installation of underlayment, Ice/water barrier, and flashing. STOP, DO NOT PROCEED. SCHEDULE ROOF DRY-IN INSPECTION.
  - Roof is uncovered only underlayment, ice/water barrier, and flashing installed and exposed. No final roof covering (shingles) shall be installed. Roof dry-in inspection is the single most important inspection to ensure all materials are installed in accordance with the manufactures requirements and this Code.

NOTE: *If the roof dry-in is not inspected and the roof covering is installed. The Building Official has the authority to require that the roof covering be removed to expose underlayment, ice/water barrier, and flashing can be inspected. The roofing permit shall not be approved until all required inspections are approved. Re-inspection penalties shall apply.*

- **Final Roof Inspection**
  - Owner or contractor that the permit is issued is responsible for scheduling the required inspections with the Bozeman Building Department. This is required to be scheduled once the re-roofing is 100% complete.

Note: *Final inspection is not scheduled and approved, the permit expires up to one (1) year from the date of issuance, or Roof Dry-in Approval, an extension fee, and re-inspection fee shall apply. If the permit is expired past one (1) year a new building permit application shall be required. In accordance with Sec. 10.02.020 – Building division Fees: permits.*

Section 10.02.020 Building Division Fees: (Bozeman Municipal Code)
B. Plan review; permit expiration; work without valid permit.

1. *Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official or designee is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.*
2. *Permit expiration. Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after issuance, or, if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official or designee is authorized to grant, in writing, one or more extensions of time, for periods not to exceed 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.*
3. *Plan review and permit renewal.*
   a. *In order to renew action on a plan review after expiration, the applicant must re-submit plans and pay a new plan review fee.*
   b. *In order to renew action on an expired permit, a new permit shall first be obtained and the fee therefor shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year.*
   c. *In order to renew action on a permit after expiration has exceeded one year, the permittee shall pay a new full permit fee.*
4. *Work commencing before permit issuance. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an additional fee as established by the building division that shall be in addition to the required fees. The fee shall not be more than twice the permit fee amount.*