



## Roofing Permit and Inspection Guide

A building permit is required for a residential or commercial re-roof in Missoula County.

### Permit Requirements

Applicants will be required to provide the following information on the permit application before a permit will be issued:

- A building permit application, either filled out online or on at the Building Division office
  - Application must include the property address, property owner of record and contractor information
  - A description of work being done, including:
    - Structure being re-roofed
    - Slope or pitch of the roof
    - Materials being used: manufacturer, type and brand of materials; underlayment and weight, ice and water shield, ridge vent and cap
    - Whether the new roofing material will be applied over an existing roofing material or if the project will be a complete tear-off.
- \$90 permit fee, this covers the dry-in inspection and the final inspection

### Inspection Protocol

Typically, two inspections will be required. A dry-in inspection is required after tear-off and once the underlayment is installed. This inspection will verify that the correct underlayment is used, that the ice dam membrane is installed per code requirements, and that the drip edge is properly installed.

A final inspection is required to verify correct installation of the roofing material, that all penetrations are properly flashed, and that roof-to-wall junctures are correctly flashed.

### Helpful Information

All roofing materials must be installed per the manufacturer's recommendations, the International Building Code and the International Residential Code.

Staples are no longer an approved fastener for asphalt roofing materials.

Asphalt shingles installed on roof slopes between 2 in 12 and 4 in 12 require a double layer of underlayment applied per code, or one layer of ice and water on entire roof.

Required ice dam membranes must be provided at all eaves and they must extend from the eave's edge to a point at least 24 inches inside the exterior wall line of the building.

If structural repairs are necessary, or re-sheathing of the entire structure is required, the permit fee will be adjusted according to the extent and valuation of the additional work.

County inspectors will be equipped with 15-foot extension ladders that will provide access to most projects. If the lowest portion of a roof is more than 12 feet above grade, the applicant is required to provide safe access to the roof for inspection.