

## PUBLIC WORKS BUILDING DIVISION

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# 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. You can apply online at [missoulacounty.build](https://missoulacounty.build) or at our office located at 6089 Training Drive in Missoula.
  - Application must include the property address, property owner of record and contractor information
  - A description of work being done, including the structure being re-roofed slope/pitch of the roof
  - Materials being used: manufacturer, type, and brand of materials; underlayment, 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
- \$125.00 permit fee which 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 (installation specifications to remain onsite from supplier), 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. Roofing material specifications must be on site to verify supplier installation requirements.

## Helpful Information

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



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

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

Asphalt shingles installed on roof slopes between 2/12 and 4/12 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 heated building.

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.