



**Roofing & Siding Replacement  
(One & Two Family) Permit Application**  
Menominee Building Department  
2511 10<sup>th</sup> St, Menominee, MI 49858  
(906) 863-3029 or (906) 863-2656

Instructions: See back side of form.

I. Project Location				
ADDRESS		PROPERTY NUMBER		ZONING DIST
II. Contact Information				
A. Property Owner <input type="checkbox"/> Check if property owner is the occupant				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include Area Code)	
B. Building Contractor				
NAME		MI REGISTRATION No.		EXPIRATION
BUSINESS		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (include Area Code)	
BUILDER'S LICENSE NUMBER			EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMP INSURANCE CARRIER (or reason for exemption)				
UIA NUMBER (or explain reason for exemption)				
III. Project Description				
A. Work will be performed on the following building/structure:				
<input type="checkbox"/> ONE-FAMILY DWELLING <input type="checkbox"/> TWO-FAMILY DWELLING <input type="checkbox"/> TOWNHOUSE DWELLING <input type="checkbox"/> ACCESSORY BUILDING				
B. Project Scope is limited to the following work:				
<input type="checkbox"/> ROOF REPLACEMENT, Roof Area _____ Sq. Ft. (Submit permit form B101 and roof plan when replacing roof deck and/or changing roof structure including adding decking to roof structure. Also show framing and venting information on plan.)				
<input type="checkbox"/> REPLACEMENT SIDING, Wall Area _____ Sq. Ft. (Submit permit form B101 and floor layout plan with room and windows sizes when project involves window replacement. Show where emergency egress openings are required in accordance with MRC R310)				
C. Cost of Construction:				
\$ _____				
IV. Applicant Information				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.				
<b>Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.</b>				
Signature of Applicant			Date	

**VII. Department Review & Approval** (Completed by Building Official)

## Chapter 7 – Wall Covering

- ☐ R703.2 One layer of No. 15 asphalt felt, free from holes and breaks, complying with ASTM D226 for Type I felt or other approved water-resistive barrier shall be applied over studs or sheathing of all exterior walls.
- ☐ R703.3 The nominal thickness and attachment of exterior wall coverings shall be in accordance with Table R703.3(1), the wall covering material requirements, and the wall covering manufacturer's installation instructions.

## Chapter 9 – Roof Assemblies

- ☐ R908.3 Roof replacement includes the removal of existing layers of roof coverings down to the roof deck, except an ice barrier when adhered to the roof deck.

The installation of a new roof covering over an existing roof covering shall be permitted where any of the following conditions occur:

1. Where a new roof covering is installed in accordance with the roof covering manufacturer's approved instructions.
2. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
3. Metal panel, metal shingle and concrete and clay tile roof coverings shall be permitted over existing wood shake roofs where applied in accordance with Section R908.4.
4. Where a new protective coating is applied over an existing spray polyurethane foam roofing system.

- ☐ R908.3.1.1 Roof re-cover shall not be permitted where any of the following conditions occur:

1. Where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

USE GROUP _____	APPLICATION FEE (non-refundable) ..... \$ _____
TYPE OF CONSTRUCTION _____	NUMBER OF INSPECTIONS ..... \$ _____
PROJECT AREA Sq. Ft. _____	PLAN REVIEW FEE ..... \$ _____
CALC. CONSTRUCTION COST \$ _____	BUILDING PERMIT FEE ..... \$ _____
CONTRACTOR'S COST EST. \$ _____	C.O. FEE ..... <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____
ASSIGNED PROJECT No. _____	TOTAL FEE \$ _____

APPROVAL SIGNATURE

PROJ #

DATE ISSUED

**Expiration of Permit:** A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. TO RE-OPEN A CLOSED PERMIT IS A NEW PERMIT FEE OF \$50.**

## Instructions for Obtaining Roofing or Siding Permits One- or Two-Family Residential Buildings or Structures Only

**Project Scope:**

This application form applies only to replacing roofing and siding on one-family or two-family dwellings, or single-family townhouses, and associated accessory buildings. No building permit is required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. If a project involves the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any structure affecting egress requirements; including addition to, alteration of, replacement or relocation of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety, the application form B101 shall be used when obtaining a building permit.

**Construction Documents:**

No construction documents are required to obtain this permit, provided the project is limited to replacing existing materials with new (i.e. asphalt shingles and underlayment, or vinyl or aluminum siding).

**Building Permit Fees**

No permit fee is required for this permit. Please contact the Building Department at 2511 10<sup>th</sup> Street, Menominee MI 49858, or by phone at (906) 863-3029, concerning permit applications and fee information for other project types.