Commercial Roof Replacement Checklist

Complete this checklist form and submit electronically to the documents file folder in ePlans. Incomplete submittals or illegible plan review documents will be rejected.

CHECKLIST MUST BE FILLED OUT AND INCLUDED WITH YOUR EPLAN SUBMITTAL

PROPERTY OWNER INFORMATION				
Site Address:			Parcel ID:	
Lot:	Block:	Subdivision:		
Property Owner Name:			Phone:	
Email:		Estimated Value of Work (include labor)		$
APPLICANT/CONTRACTOR INFORMATION				
Applicant Name:			License #:	
Email:			Phone:	
Contractor (if different):			Phone:	
SUBCONTRACTOR INFORMATION (if applicable)				
Plumbing:		Phone:	License #:	
Mechanical:		Phone:	License #:	
Fire:		Phone:	License #:	
Water/Sewer:		Phone:	License #:	

Please complete the checklist below for each of the applicable requirements:

Roof Plan – The roof plan must include the following:

- ☐ Provide a full written scope of the project
- ☐ Provide shop drawings and a section view of new roofing system, including structural components of the existing roof
- ☐ Provide the product name of the roof system to be installed
- ☐ Provide the listing (UL, etc.) of each specific manufacturer's product being installed
- ☐ Provide flame spread documentation for any foam products being installed
- ☐ Provide thickness of all products being installed
- ☐ Provide the fire tested assembly number designation (UL, Factory Mutual, ICC or other)
- ☐ Roof systems shall be designed for wind loads in accordance with the 2020 MSBC Chapter 16 and sections 1504.2, 1504.3, & 1504.4 for the appropriate building type. Edge securement shall comply with Section 1504.5 and ANSI /SPRI ES-1
- ☐ Provide documentation from a Minnesota registered structural engineer
- ☐ Provide a copy of the manufacturer's installation instructions for the system being used

Additional Items – The following additional items must be included with plans:

- ☐ A signed copy of the City of Savage – Special Inspector Testing Summary