



COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
316 N. PARK HELENA, MT 59623 406-447-8438

ROOFING REPAIR OR REPLACEMENT PERMIT APPLICATION

See "Electronic Submittal Requirements" for digital submittal guidelines. E-mail roof application, plan(s) and manufacturer's data to CityBuilding@helenamt.gov.

(Complete all required information below. Print clearly.)

DATE: _____ CONTRACT \$: _____ PERMIT NO.: _____

PROJECT ADDRESS: _____

OWNER NAME: _____ PHONE NO. _____

MAILING ADDRESS: _____

CONTRACTOR: _____ PHONE NO. _____

CONTACT NAME: _____ EMAIL: _____

Information listed below shall be provided for application to be considered complete. Application will not be reviewed if information is not provided.

- Does roof require replacement of or overlay of structural sheathing? **Yes No**
- If yes, a separate building permit is required and a structural analysis of the existing structure by a Montana licensed structural engineer may be required to ensure adequate capacity of the existing roof framing system to support any additional roof sheathing. (2021 IBC, Section 1512 & 2021 IRC, Section R908.2)
- Is there any portion of the roof or attic that is uninsulated? **Yes No**
- If yes, a separate insulation permit is required. Roofs and/or attics without insulation in the cavity and where the cavity is exposed during reroofing shall be insulated either above or below the sheathing. (IECC, Section 101.4.3, exception #5)
- Provide a copy of roofing manufacturer's product specifications, data sheet and installation requirements for material to be installed. Roofing materials shall comply with 2021 International Building Code, Chapter 15 and 2021 International Residential Code, Chapter 9.
- Ice and water barrier is required at all eave edges of heated and/or insulated structures. Ice and water barrier shall be provided from the lowest edges of roof to a point 24" in from the inside of the exterior wall line. See State of Montana Department of Labor & Industry – Technical Advisory T1-16.
- Provide a scaled (1/8" = 1'-0" min.) roof plan indicating portions of the roof being repaired or replaced. Roof plan may be drawn on standard grid paper. Provide all roof dimensions including depth of all eave overhangs and roof slope.
- Provide complete ventilation calculations indicating compliance.** Indicate size and location of any existing vents to remain and any new ventilation opening(s) to be provided as necessary to ensure compliance with ventilation requirements of the building codes. *Several roofing manufacturers have "calculation" tools available on their websites. You may submit those documents if used.*

Ventilation Criteria for unconditioned attics - (IBC, Section 1202.2 and IRC, Section R806.2)

For roofs having no soffit or cornice vents, or that are deficient in ventilation area at gable ends, and have no ridge or can vents, additional ridge or can vents shall be installed to provide the required ventilation at a rate of 1 s.f. net free ventilation area for each 150 s.f. of attic area, where it is readily achievable to do so. Use the manufacturer's net free-ventilation area in square inches to calculate available and required ventilation. (1 sqft = 144 sq in).

For roofs having ventilation area at the soffit and/or cornice vents or other approved venting provided in the lower half of the roof, the required ventilation shall be provided at a rate of 1 s.f. net free ventilation area for each 300 s.f. of attic area. At least 40% and not more than 50% of the total ventilation by this method shall be in the upper portion of the attic. Upper ventilators shall be not more than 3 feet lower than the ridge with the balance at the eave or cornice vents.