



April 30, 2023

REROOF PERMITS FOR COMMERCIAL ROOFS

The City of Saint Paul will no longer allow reroof permits to be issued on-line (express) for commercial properties. Building permit applications for reroofing of flat roofs will be required to be submitted to our office via **fax, USPS, or email** for review. Below are items required to be identified on the submitted documents along with the permit application to perform a review of the project and issue a building permit for the work:

FAX: 651-266-9099

Email: DSI-BuildingPlanReview@ci.stpaul.mn.us

Items required to be provided:

- Type of material proposed to be installed
- Square footage of roof
- Size of roof drain
- Number of roof drains
- Size of roof drain leader
- Type/size of overflow
- Location of overflow
- Location of discharge at grade
- Pitch of roof
- Pitch of storm drain
- Existing insulation
- Proposed insulation (2020 Energy Code section C402.2.1.2)

[CHAPTER 4 \[CE\] COMMERCIAL ENERGY EFFICIENCY, 2020 Minnesota Energy Code with ANSI/ASHRAE/IES Standard 90.1-2016 | ICC Digital Codes \(iccsafe.org\)](#)