



## Permit Applicant Checklist for Commercial Flat Roof Projects

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 this form and the submitted documents along with the building 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](mailto:DSI-BuildingPlanReview@ci.stpaul.mn.us)

### Complete the following checklist items

1. Type of material proposed to be installed:
2. Square footage of roof:
3. Size of roof drain(s):
4. Number of roof drains:
5. Type/size of overflow:
6. Location of overflow:
7. Location of discharge at grade:
8. Pitch of roof:
9. Pitch of storm drain:
10. Existing insulation:
11. Proposed insulation (2024 MN Energy Code Section 5.1.3)

[2024 Minnesota Energy Code with ANSI/ASHRAE/IES Standard 90.1-2019 | ICC Digital Codes \(iccsafe.org\)](#)