



Commercial Re-Roofing Permit Requirements

CITY OF NOVI

Community Development Department

(248) 347-0415

A building permit application must be submitted in addition to this form.
Materials and methods of application used for recovering or replacing existing roof covering shall comply with the requirements of Chapter 15 of the 2015 Michigan Building Code.

Date _____

Site Address _____

Owner Name / Business Name _____

Contractor _____

Contractor Contact Person _____

Contractor Address _____

City _____ State _____ Zip Code _____

Contractor Phone Number - Office _____ Cell _____

Fax Number _____

Email Address _____

Required: Two copies of each of the following items must be submitted with the permit application.

1. Full written scope of the project submitted to the owner.
2. Shop drawings/section view of new installation system, including structural components of the existing roof.
3. A listing (name) of each specific manufacturer's product being installed.
4. The flame spread documentation for any foam products being installed.
5. The thickness of all products being installed.
6. The fire tested assembly number designation (U.L., Factory Mutual, ICC)
7. Any documentation from a Michigan registered structural engineer.
8. Copy of the manufacturer's installation instructions.

Please Answer the Following Questions:

1. Are all of the existing roof materials being removed to the structural deck? Yes____ No____
2. How many sq feet is the existing roof?_____ How many sq feet is being replaced?_____
3. What type of roofing system currently exists? Built Up____ Membrane____ Other_____
4. What type of roofing system is proposed? Built Up____ Membrane____ Other_____
5. Will the new roofing materials reduce or increase the current dead load?
Increase ____ Reduce____ No Change_____
6. If loading is to be increased, has a structural engineer been hired to review all allowable loads?
If yes, attach an Engineers report Yes____ No____
7. Are any new drainage devices being added or altered as part of this re-roof?
Yes____ No____
8. Per the Michigan Building Code Table 1501.1 what class designation is the new roof system?
A____ B____ C____ Non-classified____
9. What overall R-Value will the new roof produce? _____
10. Per the Michigan Building Code Sections 2603.4, 2603.4.1, and 2603.4.1.5 will a thermal barrier be required as part of the re-roof? Yes____ No____
11. Will any electrical, plumbing, gas or mechanical items on the existing roof need to be disconnected and reconnected as part of this re-roof? Yes____ No____
12. Are any electrical, plumbing, gas or mechanical items being replaced in conjunction with the reroof? Yes____ No____
13. Has any structural damage occurred to the building from leaks, wind, falling objects etc?
If yes, attach an Engineers report Yes____ No____

Signature of Applicant_____ Date_____