

**General Requirements:**

- Submittal of completed Residential Roofing/Residing/Window Permit Application form by the Contractor.
- Application fee as set forth in Eureka Township Ordinance 7.
- Proof of ownership: Parcel ID will be verified by the Town Clerk; conflicts must be resolved with a proper deed.
- Receive Permit Card from the Town Clerk.
  - Must be posted prior to the start of any work.
  - Must be visible from the street or driveway.
  - Must be accessible to the building inspector.
- Schedule required inspections with the building inspector:
  - Tear Off Inspection (Only if the roof deck needs repair).
  - Underlayment and Ice/Water Shield (if it's not possible to perform inspections during the actual work, the applicant shall provide documentation (i.e., pictures) depicting the sheathing, underlayment and ice/water shield prior to final inspection).
  - Final Inspection.

**Note:** The Inspector may issue an order to remove materials to prove compliance with the Minnesota State Building Code and manufacturer's installation requirements.

If a re-inspection is required to verify compliance with the code, a re-inspection fee will apply and the permit holders or their representative must meet the inspector at the site to provide access.

- All materials and the installation of all materials must comply with the Minnesota State Building Code and the manufacturer's installation specifications for each product.