

# NON-RESIDENTIAL RE-ROOF PERMIT SUPPLEMENT



Permit # \_\_\_\_\_

Date Issued: \_\_\_\_\_  
Permit valid for 6 months from date issued

Roof Permit Cost:

Commercial: \$250.00  
PA Education Fee: \$ 4.50  
Total Permit Cost: \$254.50

## REQUIREMENT OVERVIEW

“An owner or authorized agent who intends to construct, enlarge, alter, **repair**, move or demolish or change the use or occupancy of a building regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit” as required by Sections 403.42 & 403.62 of the Uniform Construction Code as adopted by Manheim Township Ordinance 2019-1.

## PERMIT APPLICATION

Submit a completed *Application for Zoning Review, Building Plan Examination, and Building Permit* along with this *Roof Permit Supplement*.

## ROOFING SPECIFICATION & INSTRUCTION

ROOF LOAD INCREASE/STRUCTURAL WORK: If structural repairs, alterations or additions are required **OR** if roof dead loads are to be increased, **roof framing details/plans are to be submitted** for review and approval. **An architect or engineer review may be required.**

1. Roofing system shall comply with all relevant sections in Chapter 15 of the applicable Edition of the IBC and the manufacturer's installation instructions for the applicable roofing system.

2. Inspection Requirements: Inspections on the back of the actual Permit.

3. Roof Slope is \_\_\_\_\_. Note: Asphalt shingles not permitted for slopes under 2/12. Double underlayment required with roof slopes under 4/12.

4. Does the existing roof have 2 or more layers of roof covering?  Yes  No If yes, tear-off is required

5. Is the existing roof water-soaked or deteriorated?  Yes  No If yes, tear-off is required

6. What type of roof is in place now?  Asphalt Shingles  EPDM Ballasted  EPDM Adhered  TPO

Other \_\_\_\_\_ Is the existing roof covering being removed?  Yes  No

7. What type of roof is proposed?  Asphalt Shingles  EPDM Ballasted  EPDM Adhered  TPO

Other \_\_\_\_\_ R-value of new insulation being installed if being replaced \_\_\_\_\_

8. If there is an attic, how is attic venting being accomplished?  Eave Vents  Soffit Vents

Ridge Vents  Mechanical Vents Note: Venting shall comply with Section 1202 of the IBC.

9. Method of roof drainage is:  Roof Drains  Scuppers  Gutters & Downspouts  Other \_\_\_\_\_

10. Is there a roof mounted photovoltaic system (Solar panels) installed on the roof?  Yes  No If yes, you also need to obtain a Non-Residential Electrical Permit and the Affidavit for roof mounted PV systems.

- A minimum of 15# felt shall be used. 30# felt may be required per manufacturer's instructions.
- Base, cap, valley and side wall flashing shall be installed per the applicable code section and the manufacturer's instructions.
- All deteriorated sheathing shall be replaced with like kind material.
- Ice barrier required from the lowest edges of all roof surfaces to a point **at least 24 inches inside the exterior wall line.**

Signature: **Owner/Contractor** \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

*I certify that the above information is true and accurate to the best of my knowledge.*

Revision Date: 12/13/26