



CITY OF HELENA COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION  
316 N. PARK HELENA, MT 59623 406-447-8438  
**ROOFING REPAIR OR REPLACEMENT PERMIT  
APPLICATION**

See "Electronic Submittal Requirements" for digital submittal guidelines. E-mail roof application and plan(s) to both [rowsey@helenamt.gov](mailto:rowsey@helenamt.gov) and [tdupree@helenamt.gov](mailto:tdupree@helenamt.gov).

(Complete all required information below)

DATE: \_\_\_\_\_ CONTRACT \$\$: \_\_\_\_\_ PERMIT NO.: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- Does roof require replacement of or overlay of structural sheathing?    **Yes**    **No**
- If yes, a separate building permit is required and a structural analysis of the existing structure by a Montana licensed structural engineer may be required to ensure adequate capacity of the existing roof framing system to support any additional roof sheathing. (2018 IBC, Section 1511.2 & 2018 IRC, Section R908.2)
- Is there any portion of the roof or attic that is uninsulated?    **Yes**    **No**
- If yes, a separate insulation permit is required. Roofs and/or attics without insulation in the cavity and where the cavity is exposed during reroofing shall be insulated either above or below the sheathing. (IECC, Section 101.4.3, exception #5)
- Provide a copy of roofing manufacturer's product specifications, data sheet and installation requirements for material to be installed. Roofing materials shall comply with 2018 International Building Code, Chapter 15 and 2018 International Residential Code, Chapter 9.
- Ice and water barrier is required at all eave edges of heated and/or insulated structures. Ice and water barrier shall be provided from the lowest edges of roof to a point 24" in from the inside of the exterior wall line.
- Provide a scaled (1/8" = 1'-0" min.) roof plan indicating portions of the roof being repaired or replaced. Roof plan may be drawn on standard grid paper. Provide all roof dimensions including depth of all eave overhangs and roof slope.
- Provide complete ventilation calculations indicating compliance.** Indicate size and location of any existing vents to remain and any new ventilation opening(s) to be provided as necessary to ensure compliance with ventilation requirements of the building codes.

Ventilation Criteria for unconditioned attics - (IBC, Section 1202.2 and IRC, Section R806.2)

For roofs having no soffit or cornice vents, or that are deficient in ventilation area at gable ends, and have no ridge or can vents, additional ridge or can vents shall be installed to provide the required ventilation at a rate of 1 s.f. net free ventilation area for each 150 s.f. of attic area, where it is readily achievable to do so. Use the manufacturer's net free-ventilation area in square inches to calculate available and required ventilation. (1 square foot = 144 square inches).

For roofs having ventilation area at the soffit and/or cornice vents or other approved venting provided in the lower half of the roof, the required ventilation shall be provided at a rate of 1 s.f. net free ventilation area for each 300 s.f. of attic area. At least 40% and not more than 50% of the total ventilation by this method shall be in the upper portion of the attic. Upper ventilators shall be not more than 3 feet lower than the ridge with the balance at the eave or cornice vents.