

## MAINTENANCE PERMIT: SIDING

**\*\*\*\*Failure to comply may result in the requirement to remove siding materials, penalty fees, and/or a license investigation under Minnesota Statute 326B.84.\*\*\*\***

### Maintenance Permit Validity

A Maintenance Permit issued for a siding project is only valid for the removal and application of similar siding materials on single-family homes in which the owner resides. No veneer, plaster, and/or EIFS

(A Building Permit is required for any repair, replacement, removal, or installation of any sheathing, structural members, veneers, exterior plasters, and/or EIFS.)

### Permit Card Placement Requirements (throughout the project)

- POSTED prior to start of work
- VISIBLE from street or driveway
- ACCESSIBLE to the inspector

### General Work Requirements

All materials and the installation of all materials must comply with the 2007 Minnesota State Building Code and the manufacturers' installation specifications for each product.

### Siding Certification Form (located on the other side)

The permit holder (the signing applicant) must complete and sign the form. Return the form to the Building Inspections Department [hand deliver, mail, email (info@mnspect.com), or fax ((952) 442-7521)]. The form will be retained in the municipality's property file. Failure to return the form will constitute a violation of the MN State Building Code which is a Misdemeanor under MN Statute 16B.69.

### Inspection:

- **MUST Schedule by 4:30 p.m. the Business Day Prior to the Inspection Day**
- Schedule for a time when the inspector can view the water resistive barrier and flashing
- Return "Siding Certification Form" within 15 days after the inspection

Office Hours: Monday – Friday from 8:00 a.m. and 4:30 p.m. Phone: (952) 442-7520 or (888) 446-1801  
Address: MNSPECT • 235 First St. W. • Waconia, MN 55387

### Prior Approval Required for this Option

When we are unable to accommodate the above inspection requirement, the scheduling staff may approve an inspection for a time after the project has been completed. The granted approval applies to only one permit, and the following requirements must be met.

**\*\*\*\*Required materials on-site and accessible at time of approved inspection\*\*\*\***

- Permit Card
- The completed and signed "Siding Certification Form"
- Required Photographs: (No Cellular Phone Photographs)  
(Photos must correlate with the project site, and must clearly portray the following)
  - House from Street
  - Sealing of All Penetrations  
(to sheathing and WRB)
  - Sealing of All Doors & Windows
  - Exposed Sheathing (All areas)
  - Water Resistive Barrier (All areas)
  - All Flashing (prior to cover by siding)
  - Fastener Spacing

**Warning:** If the required materials are not completed and/or available at the time of the inspection, and/or the photographs are not clear, a re-inspection fee will apply and the permit holder (the signing applicant) must meet the inspector at the site.

**Note:** The State of Minnesota requires that all residential building contractors, remodelers, and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the City before a permit can be issued.

**Note:** To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-6364.

**Note:** The aforementioned criteria represent general code requirements relative to a roofing project. For specific code requirements, please contact the Building Inspection Department at 952-442-7520 or 888-446-1801 or e-mail: info@mnspect.com.

### Siding Certification Form

This form must be returned to the Building Inspections Department upon completion of the project and within 15 days of the inspection in order to close the permit.

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- The siding project was completed on an existing, single-family residence in which the owner resides.
  - The new siding is of similar materials as the prior-existing siding materials, and does not consist of a veneer, plaster, and/or EIFS application (i.e. brick, stucco, rock, etc.).
  - All prior-existing siding materials were removed. If not, explain: \_\_\_\_\_  
\_\_\_\_\_
  
  - Any sheathing and/or structural members have been repaired, replaced, and/or added. If yes, an explanation of why and a detailed description of what was done must be provided on a separate sheet of paper.
  - The sheathing is in good condition.
  - All backing materials are approved for such use.
  - All penetrations through the sheathing are sealed (i.e. gas lines, electrical, venting, etc.).
  - Flashing is installed at all required locations (i.e. all exterior openings, continuously above all projecting wood trim, at intersections of roof and wall, etc.).
  - All flashing is installed per the manufacturer's printed instructions and the 2007 MN State Building Code.
  - The water-resistive barrier (i.e. No. 15 felt, house wrap, etc.) is installed and fastened in accordance with the manufacturers' printed instructions and the 2007 MN State Building Code.
  - All penetrations through the water-resistive barrier are sealed (i.e. gas lines, electrical, venting, etc.).
  - All seams in the water-resistive barrier are lapped and sealed in compliance with the manufacturers' printed instructions and the 2007 MN State Building Code.
  - The siding material is of a weather-resistant material.
  - The siding materials are installed and fastened in accordance with the manufacturers' printed instructions and the 2007 MN State Building Code.
  - All house numbers are of the required size and are installed in the required location.
  - All removed and excess siding materials have been disposed of at an approved MPCA landfill.

I understand the Building Official or a designee retains the right to inspect this project and to order such changes as may be required to ensure code compliance. I hereby certify that all information is truthful; that I am responsible for and have completed the project at the stated address; and all materials and installation complied with the 2007 MN State Building Code and all manufacturers' instructions.

Permit Applicant: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By (please print): \_\_\_\_\_

The above information must be completely provided, and the form must be signed. Failure to do so will result in a re-inspection (at which you must be present), the associated penalties, and the associated fees.