



City of Prairie Village
Codes Department
913-385-4604
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Roofing Permits

CODE REQUIREMENTS

All plans shall be designed in compliance with the IRC 2018. Permits are required for all re-roofs which involve 25% or more of the entire roof area. Repairs on roofs less than 25% of the entire roof area do not require a permit. Please note the following:

- Any contractor obtaining a permit to roof commercial or residential properties must have a Prairie Village contractor's license in good standing; the appropriate Johnson County contractor's license in good standing, and be registered and in good standing with the Kansas Attorney General's roofing registration office.
- Only Class A, B, or C roof covering materials are allowed. Non-classified roofing is not allowed.
- All roof covering materials shall be delivered in packages bearing the manufacturer's identifying marks and approved testing agency labels.
- The structural roof components shall be capable of supporting the roof covering system, and the material and equipment loads that will be encountered during installation of the roof covering system.
- New roof coverings shall not be installed without first removing all existing layers of roof coverings where the existing roof or roof covering is water-soaked or had deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing; or where the existing roof covering is wood shake, slate, clay, cement, or asbestos-cement tile; or where the existing roof has two or more applications of any type of roof covering. Where the existing roof assembly includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane.
- Where the application of a new roof covering over wood shingle roofs creates a combustible, concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber, or other approved materials securely fastened in place.
- Existing slate, clay, or cement tile shall be permitted for reinstallation, except damaged, cracked, or broken slate or tile, which shall not be reinstalled. Existing vent flashing, metal edgings, drain outlets, collars and metal counter flashings shall not be reinstalled where rusted, damaged, or deteriorated. Aggregate surfacing materials shall not be reinstalled.
- An ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point of at least 24 inches inside the exterior wall line of a building.
- Flashings shall be reconstructed in accordance with approved manufacturer's installation instruction. Metal flashings, to which bituminous materials are to be adhered, shall be primed prior to installation.

PLAN SUBMISSION REQUIREMENTS

Apply for all permits at <https://prairievillageks.viewpointcloud.com>.

- A statement included that the ice and water barrier will be installed to code.
- A description of the type of shingles, type of felt, and if the work includes a re-deck.
- Commercial roofing permits require the material specifications and description to be submitted with the completed building permit application.

BUILDING PERMIT FEE

The building permit fee for residential roof permits is \$45. Commercial roof permit fees are based on the value of the work and will be calculated and assessed when the permit is approved.

QUESTIONS

For questions regarding the building permit process, please email permits@pvkansas.com or call (913) 385-4604.