

Roofing/Siding Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- Copy of Illinois State Roofing License
- One (1) copy of the contract / proposal from the contractor performing the work, signed by the homeowner. The contract must include the cost of the project.

Fees:

- **Roofing/Siding Permit Fee:** Cost Based – If the project is under \$500.00, the permit is \$31.00. Otherwise, the first \$1,000.00 = \$49.00, Each additional \$1,000.00 = \$16.00
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

Inspections:

The applicant is responsible for scheduling all required inspections with our office. The following is a list of inspections, which will be required for your project:

- **Final Inspection**

General Comments:

- A minimum 24-hour notice is required when scheduling any inspection.
- It is the owner's responsibility to install the roof in strict accordance with all code requirements and manufacturer's specifications.
- Based on winter conditions and freezing temperatures in this part of the country, ice and water shield is mandatory for compliance. The code requires installation of ice and water shield along the lower edges of the roof and the valleys. Measure 24 inches inside the exterior wall and project an imaginary line vertically up through the roof. This is how far up the ice and water shield must be installed to comply with the building code.
- Roofing/Siding permits can be issued over the counter.
- The yellow permit card must be displayed during construction and must be visible from the street.