

# ROOF PERMITS



## DOCUMENT SUBMITTAL LIST

- Completed *Permit Application for Construction or Use* (required for each address).
- Copy of State of Illinois Roofing License, if work is contracted.
- Copy of a government-issued identification, if work is contracted.

If work will be performed by homeowner, indicate on *Roofing Contractor* line of permit application.

## GENERAL INFORMATION AND FEES

1. A permit is required for the repair or replacement of a roof.
2. Roofing permit applications for single-family and attached single-family dwellings up to eight units may be issued over the counter.
3. If work commences prior to permit issuance, the building permit fee shall be doubled.
4. A list of required inspections is provided on the reverse side of the permit. Inspections must be scheduled at least one day prior to the desired inspection date by calling the Warrenville Community Development Department (630-393-9050).
5. Permit may become invalid if work does not begin within 180 days of issuance, or if construction has been halted and not resumed for a period of 60 consecutive days.
6. Homeowners Association (HOA) approval may be required before commencing work. The issuance of a permit does not exempt HOA rules and regulations.
7. Fees: Based on proposed cost of construction but not less than \$30 for a single family dwelling roof.  
  
Bond: A \$200.00 building bond for flat roof tops required at time of building permit issuance, and will be refunded in the manner submitted after approval of final inspection.

## REGULATIONS

1. Ice barrier underlayment shall extend from the lowest edge of all roof surfaces to a point at least 24 inches inside the exterior wall line of the building (IRC 905.2.7.1).
2. Existing shingles cannot be covered over if:
  - a. The existing roof already has two layers of asphalt shingles.
  - b. The existing roof or roof covering is water-soaked or deteriorated to the point that it does not provide a smooth adequate base for additional roofing.
  - c. The existing roof has wood shakes, slate, clay, and cement or asbestos-cement tiles.
3. The installation over existing shingles must be acceptable by and completed according to the manufacturer's instructions, which require shingles to be installed over smooth, even surfaces.
4. Shingles shall be attached with nails long enough to penetrate through roof sheathing
5. Roofs shall be provided ample ventilation by either ridge vent or other approved vent system.
6. Contractors installing or repairing modified bitumen roofing shall provide a fire prevention plan to the code official that includes asphalt kettle and fire extinguisher locations.

## FINAL INSPECTION

Safe access to flat roofs must be provided for the inspector.

Inspector must have full access around structure for inspection.

**Approved construction documents shall be available on site at all times.**