RESIDENTIAL ROOF REPLACEMENT

Do I need a permit to replace my roof?
• Yes, a permit is required for all roof replacements. Minor repairs less than a total of 100 sq. ft. do not require a permit.

Can I add a second layer of shingles?
• Yes, however no more 2 layers of shingles are allowed on any roof. A roof recover will not be permitted where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
• A permit is not required to add a second layer of shingles.

PERMIT PROCESS
Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal
Submittal Requirements Checklist
☐ Completed Building Permit Application
☐ All contractors must be registered for the current calendar year with the Village. Current state roofing license is required. See Contractor Registration Application
☐ Subcontractor acknowledgement letter, if applicable. (See Subcontractor Requirements section below.)
☐ A detailed scope of work, including a copy of the signed contract. This must include the type of roofing materials, sheathing, ice/water barrier, etc.
☐ Copy of photo ID of the applicant (if other than homeowner)
☐ Permit payment

Step 2: Processing and Plan Review
Review Period
• Roof permits are generally issued over the counter when all required information is provided and contractor is registered.

Contractor License Requirements
• Per the Illinois Roofing Industry Licensing Act, 225 ILCS 335/5 & 5.1, every roofing contractor shall affix the roofing contractor license number and the licensee’s name, as it appears on the license, to all contracts and bids as well as to all commercial vehicles used in offering such services.
Subcontractor Requirements

- A letter signed by the property owner is required for work being performed by a subcontractor. The letter must be on the general contractor’s letterhead and indicate the company name, address, phone number and state roofing license number of the subcontractor actually performing the work.

Step 3: Permit Issuance

Permit Fee

- The permit fee for a standard Roof Permit is $50 for the first $1,000 of construction cost plus $10 for each additional $1,000 or fraction thereof.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.

Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until all inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the Village’s Municipal Code, Section 9.38.037)
- No materials or dumpsters are to be stored on the street or in the parkway.
  - Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An Amendment Form must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
  - Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

Step 5: Inspections

Required Inspections

- Spot (in-progress) inspection
  - A spot inspection will take place on the day(s) the roof work takes place.
  - The contractor is required to call the Building Department at (847) 459-2530 a minimum of 48 hours prior to initiating any roof repair or replacement.
  - The inspector will be checking for code compliance. Based upon history and performance, the inspector, at his discretion, may request a final inspection, at which time a project superintendent will be required to be on site.
CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

- The Village of Buffalo Grove follows the 2018 International Residential Code, as amended.
- NEW sheathing shall be a minimum 1/2 inch thickness. Existing 3/8 inch sheathing may remain if not compromised, rotted, deteriorated, moldy, etc.
- NEW sheathing edges are required to be tongue and groove or supported with solid blocking or edge clips (H-clips) or per manufacturer’s specifications (when rafters/trusses are spaced 24” on center).
- Nailing schedule per 2018 IRC, Table 602.3(1): 8d common nails, 6” spacing at edges and 12” intermediate support is required.
- All existing bath fans and dryer vents are required to terminate to outside air. Any existing bath fans or dryer vents found to be terminating into the attic shall be modified in such a manner so as to terminate to outside air.
- Asphalt Shingles
  - Slopes less than four units vertical in 12 units horizontal (33-percent slope) but not less than two units vertical in 12 units horizontal (17-percent slope). Nominally double-coverage asphalt shingles may be installed on slopes as low as two units vertical in 12 units horizontal (17-percent slope), provided the shingles are approved self-sealing shingles or are hand sealed and are installed with an underlayment consisting of two layers of No. 15 felt, applied as required in Section 905 (2018 IRC Code).
  - In areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2(1) (2018 IRC Code), an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, commonly known as “Ice and Water” shield, shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

MORE INFORMATION

- Detailed requirements can be found in the 2018 International Residential Code Section R905.
- Call the Building Department at (847) 459-2530 with any questions.
- All forms and applications can be found at www.vbg.org/bzdownloads.