



Community Development Department
 1200 L.W. Besinger Drive - Room 206
 Carpentersville, IL 60110
 Hours: M-F 8:30 AM – 5:00 PM
 Phone (847) 551-3478
 Fax (847) 426-0864
<http://cville.org>

ROOF PERMIT APPLICATION

Date:	Permit #	Cost \$	Fee:
Address:			
Homeowner Name:			
Homeowner Address:			
Homeowner Phone #:		Email: _____	
Submittal Checklist:			
	OK	N/A	Item Description
<input type="checkbox"/>	<input type="checkbox"/>		Scope of work, proposal or similar documentation
<input type="checkbox"/>	<input type="checkbox"/>		Copy of a valid roofers license issued by the State of Illinois
<input type="checkbox"/>	<input type="checkbox"/>		Signed affidavit if work is done by property owner
<input type="checkbox"/>	<input type="checkbox"/>		HOA approval letter, if required
Are you replacing roof decking?			
Yes No			
Insulation R Value			
Contractor Information			
Name:			
Address:			
Telephone #:			
Email:			
Valid ID #:			
Applicant Signature:			Date:
Approved By:			Date:

Minimum Requirements:

1. Install products in accordance with the manufacturer's installation instructions.
2. For roof sheathing replacement:
 - A) Rotted or deteriorated sheathing must be replaced
 - B) Sheathing must be placed parallel to the eaves
 - C) Sheathing must be offset so that four corners do not meet
 - D) Sheathing must be capable of supporting the intended live loads of the roof
 - F) During roof covering installation is found that the roof sheathing panels present water damage, the roof sheathing panels shall be replaced & the attic insulation **shall be upgraded to R-Value = 49.**
 - G) **SPECIFICATION:** Roof Sheathing Panels-Structural Type 1.Span Rating 32/16-Min Nominal Panel Thickness of 15/32 1/2" with panel edge clips-one midway between each support.
3. A maximum of 2 layers of roofing are permitted
4. 15 lb felt underlayment paper laid parallel to eaves. There must be a minimum of 2" top lap and a minimum 4" end lap nailed and held in place
5. For roof slopes of 3 or 2 to 12 a minimum of 30 lb felt paper, laid parallel to the eaves, is required. There must be a minimum of 19" top lap and 12" end lap with end laps located at least 6' apart from each other, nailed and held in place
6. Ice and water shields are required on roofs with gutters and downspouts.
7. Valleys must have flashing per one of the options listed below:
 - A) Minimum 28 gauge rust resistant sheet metal, extending at least 8" from center line each way.
 - B) Woven or closed valleys may be constructed by centering 36" wide roll roofing, not less than type 50 in the valley over the underlayment.
 - C) Laced composition shingles in multiple layers applied with a minimum 30 lb underlayment extending 10" from the centerline each way.
 - D) Mineral surfaced cap sheet in multiple layers with the bottom layer not less than 12" wide laid face down and the top layer not less than 24" wide laid face up.
8. Side walls must be step flashed or installed in accordance with manufacturer instructions.
9. Attic ventilation must not be less than 1 to 150 of the floor area of the attic
10. Permit fee is \$20.00, reinspection fee is \$50.00

Minimum Required Inspections:

1. One final inspection
2. Insulation inspection if required

All inspections must be scheduled with Community Development (847) 551-3478

Click on our Village website page at:

<http://cville.org>

for more information

Helpful Contact Information:

ComEd (800) 344-7661