



DEKALB COUNTY
PLANNING / ZONING / BUILDING DEPARTMENT
110 E. Sycamore St., 4th Floor
Sycamore, IL 60178-1497
(815) 895-7188 / Fax: (815) 895-1669
www.dekalbcounty.org

Roofing Permit Instructions

~ Permit Applicant to Detach and Save This Page ~

Roofing Permit Submittal Checklist:

- Permit application form filled out completely
 - A copy of the State Roofing license
 - A copy of the government issued id of the Applicant
 - A copy of the signed work contract for the job or a Letter of Intent signed by the Qualifying Party on the State License
 - Application fee: \$100 (Cash or check, due at time of application.)
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What Happens Next?

Your application and all submittals may be dropped off at or mailed to the DeKalb County Planning, Zoning, and Building Department. The application will be reviewed for compliance with all zoning and building codes. Please be aware that commercial and industrial projects may be sent to a third-party plan review service (additional review fees will be incurred). Thoroughness and attention to detail in your application and submittals will help expedite the process.

When your permit is ready, you will be contacted by DeKalb County Planning, Zoning, and Building Department. You will receive a permit card and a plan review relating to your specific project, and any additional fees will be collected at this time. **You may not begin work until the permit is issued; doing so may incur fines.** Your permit card must be displayed on the property. You should carefully read the plan review for important information regarding your project. Then, it is your responsibility to call for all required inspections as outlined in your permit package.

OFFICE USE ONLY

Permit No. _____
Fee _____
Receipt No. _____
Zoning District _____

Application for a County Roofing / Re-Roofing Permit

Application is hereby made for a building permit involving premises described below.

Date of Application _____

Owner of Record: _____ Telephone # _____

Location of Property _____

Parcel ID Number _____ Type of Structure _____

Estimated Value of Improvement _____ Existing Use of Property: _____ Residential _____ Non-Residential

1. Per the Illinois State Roofing Contractor's Licensing Act, anyone engaging in the construction, reconstruction, alteration, maintenance or repair of any kind of roofing, other than the property-owner, must be licensed by the state. Who will be doing the roofing for this proposed project? (Check one)

_____ The owner of the property

_____ Illinois state-licensed Roofing Contractor (Provide all information below)

Name _____ Phone Number # _____

Address _____ License # _____
License Type: _____ Limited _____ Unlimited

2. Is the proposed construction (Check One) _____ a complete tear-off _____ re-covering (see below)
Per section R907 of the IRC and 1510 of the IBC, re-covering WILL NOT BE ALLOWED IF:
a. Existing roof is water-soaked or so deteriorated that the existing roof is not adequate as a base.
b. If the existing roof includes a layer of wood shake, slate, clay, cement or cement-asbestos tile.
c. If the existing roof has TWO OR MORE layers of shingles or other roofing.

3. What type of roof covering will be utilized for proposed construction? _____
(If anything other than asphalt / fiberglass / composition shingles, all mfg. specifications must be provided.)

4. If asphalt / fiberglass / composition shingles are proposed, what type of underlayment will be utilized?

Per section R905.2.7 of the 2006 IRC, for slopes 2:12 to 4:12, two layers of underlayment are required. For slopes > 4:12, one layer must be provided. For all slopes, an approved ice barrier must be provided, installed from the eaves to a minimum of 24" inside the exterior wall line (vertical plane) of the building.

5. Describe any proposed, structural or sheathing repair or replacement. (Additional submittals / fees may be required.)

The authorized applicant / property owner's signature below hereby attests that all information contained in the application and on any accompanying documents are true and correct.

Signature of Owner or Applicant

_____/_____/_____
Date

Application Received By