



COMMUNITY DEVELOPMENT DEPARTMENT
110 E. Sycamore St., 4th Floor
Sycamore, IL 60178-1497
(815) 895-7188
www.dekalbcounty.org

RE-ROOF/ REPLACEMENT WINDOWS & DOORS PERMIT INSTRUCTIONS

~ Permit Applicant to Detach and Save This Page ~

Permit Submittal Checklist:

- Permit application form filled out completely
 - A copy of the State Roofing license, as applicable
 - 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
 - Attach window/door manufacturer product information
 - Application fee: Re-roof: Residential: \$100, Non-Residential: \$175. Replacement Windows & Doors: \$100. Payment due at time of application. Cash, Check or Credit Card accepted.
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What Happens Next?

Your application and all submittals may be dropped off at or mailed to the DeKalb County Community Development 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 Community Development 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.



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OFFICE USE ONLY

Permit No. _____
 Fee _____
 Receipt No. _____
 Zoning District _____
 Date of Application _____
 Received by _____

**RE-ROOF/REPLACEMENT WINDOWS & DOORS
 PERMIT APPLICATION**

Application is hereby made for a permit involving premises described below:

Existing Use of Property: Residential Non-Residential Date _____

Applicant _____

Applicant's Address _____ City _____ Zip _____

Applicant's Telephone Number _____

Applicant's Email Address _____

Applicant's Interest in Property: Owner _____ Contractor _____ Other _____

Owner of Record _____ T: _____

Address of Proposed Project _____ City _____ Zip _____

Parcel (PIN) Number _____

Estimated Value of Improvement: \$ _____

Window Code Requirements:

1. AT LEAST ONE window in each bedroom must meet egress (escape) requirements
2. LABELED SAFETY GLAZING REQUIRED
3. Required fenestration U-Factors; Windows / Doors, max. .32 / Skylights, max. 55. (This applies to all windows, including basement windows.)

Roofing Code Requirements:

1. Illinois State-Licensed Roofing Contractor License # _____
 License Type: Limited Unlimited

2. Is the proposed construction: (Check One) Complete Tear-Off Re-Covering (see below)

Per section R907, 2015 IRC and Section 1511, 2015 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?** Materials 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?**

R905.2.2 - 2015 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.

R905.2.1 Sheathing requirements. Asphalt shingles shall be fastened to solidly sheathed decks. Distortions in the underlayment shall not interfere with the ability of the shingles to seal.

R905.2.8.3 Sidewall flashing. Base flashing against a vertical sidewall shall be continuous or step flashing

R905.2.8.5 Drip edge. A drip edge shall be provided at eaves and rake edges of shingle roofs.

R905.2.5 Fasteners - 2015 IRC, Fasteners for asphalt shingles shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12-gage shank with a minimum 3/8-inch-diameter head, complying with ASTM F 1667, of a length to penetrate through the roofing materials and not less than 3/4 inch into the roof sheathing. Where the roof sheathing is less than 3/4 inch-thick, the fasteners shall penetrate through the sheathing.

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**