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RE-ROOFING PERMIT REQUIREMENTS

1. Complete application in its entirety **where applicable**. Be sure to print your name, address, phone and include the property index number in the lower left-hand corner.
2. Submit **three photocopies of your Plat of Survey** that shows where proposed work, on the structure, is to occur.
3. Submit **complete description** of the scope of work. Indicate, if any, flashing, gutters, downspout, soffit, fascia work in scope. Include a specification on proposed roofing material and type showing fire class. All roofing must comply with Fire Class minimum requirements. Include this documentation from the manufacturer showing Fire Class of proposed materials. **Note all decking replacements must be made with the exact same material and thickness as existing or better. *If insulation is "exposed" the work must comply with the applicable provisions of the 2009 IECC. This statement should be addressed on letter or plans.**
4. Submit **three sets of detailed drawings** on the reconstruction of any deck or framing work including the size and type of material.
5. Please note: All roofing contractors must have a State of Illinois roofing contractor license and Cook County Contractor Registration. They must be listed on the application with their registration number and contact information. They must also submit a letter of intent with an original authorized signature.
6. The total cost of a roofing permit is \$75.

RE-ROOFING WITH STRUCTURAL* CHANGES

*This would include: rafter replacements, skylight installation or repair, chimney reconstruction. In addition to the above requirements, submit **three sets of detailed drawings** of the changes proposed, signed and sealed by **an Illinois Registered Architect or Structural Engineer**.

Return all items to the address above for processing. When the permit has been reviewed and completed, **you will be notified** by mail of the final amount due. After payment has been received, your permit will be issued and mailed to you.