



WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ A description of shingle type or re-roofing material (e.g. asphalt 3-tab, asphalt architectural, wood).
- ▶ The number of layers of shingles or roofing material currently on the roof (if the roof already has two or more layers, a complete tear-off and replacement is required).
- ▶ Cost of the materials for the project.
- ▶ A notarized letter of intent from a roofing contractor and their Roofing License from the State of IL.

WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ If the property is a landmark or located in the Historic District, a Certificate of Appropriateness (COA) is required.
- ▶ Many subdivisions have private covenants and restrictions which supersede City zoning requirements. The City does not enforce covenants and restrictions. It is recommended that property owners check with the homeowner's association prior to commencing any work.
- ▶ At owner-occupied, single-family homes, the homeowner may apply for the permit and perform the work. Work at all other properties (i.e. rental properties, multi-family properties, commercial properties, and industrial properties) can only be performed by a roofing contractor licensed in the State of IL.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

REQUIREMENTS

1. Contractors:
 - a) File current State of IL Roofing License with the City of Elgin.
 - b) Provide a notarized letter of intent on contractor and/or company letterhead describing the work to be performed and the address of where the work will be performed. The signator of the letter of intent must match the name of the license holder on file.
2. Any necessary repairs to the roof decking, flashing, or other roof component must be completed prior to the installation of the new roofing material.
3. Installations of random and varied type and/or color of shingles are discouraged; such installations shall be submitted for review by the building official prior to start of work. Repairs involving the partial replacement of shingles shall match the existing type and color of shingle as best as possible.
4. New roofing material must be installed in accordance with the manufacturer's installation directions and/or specifications as well as the requirements of code section R908 "Reroofing" provided within the 2015 International Residential Code, including but not limited to:
 - a) The roof structure must be capable of supporting the new roofing materials and equipment needed during installation; and
 - b) Existing roofing materials need to be removed down to the roof deck:
 1. Where the existing roofing is water soaked or has deteriorated to the point that the existing roof is not adequate as a base for additional roofing; or
 2. Where the existing roof has two or more applications of any type of roof covering.