



### COMMERCIAL RE-ROOF PERMIT REQUIREMENTS

Permit submittals are now available online at our Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

This information is designed to assist an applicant in applying for a commercial re-roof permit. Commercial re-roof requirements apply to all building types except detached one and two family dwellings and townhomes not more than three stories in height.

Special circumstances or unique designs may require Village Staff to request additional information or details. Unless structural changes are part of the project scope (see bottom section) an Architect does not have to prepare the submittal information. However, due to the technical requirements of the submittal it may be in an applicant's best interest to have a licensed Architect prepare it so as to speed the review process.

#### IN-PERSON AND ONLINE SUBMITTAL REQUIREMENTS:

1. Completed building permit application (in person only). Be sure to print clearly and complete all applicable sections. Signature of property owner required on permit application
2. Copy of signed contract for work being permitted.
3. Submit 1 copy of a Plat of Survey or aerial site plan that shows where the proposed re-roof work on the structure is to occur.
4. Submit 1 copy of a complete description of the scope of work. Indicate all flashing, gutters, downspout, soffit, and fascia work. Include a full specification on the proposed roofing material and type showing fire class. All roofing must comply with minimum Fire Class requirements. Where an attic exists, provide ventilation detail.
5. All roofing must be installed per current code and per manufacturer's specifications.
6. All roofing contractors must have a State of Illinois roofing contractor license and be registered with the Village of Palatine.
7. If existing insulation is to be replaced, submit specifications for new insulation.
8. Indicate how you will provide OSHA compliant access to roof.
9. In lieu of a Village inspection, a copy of the roofing manufacturer's warranty inspection is acceptable.

#### Re-Roofing with Structural Changes

Structural changes include rafter replacements, structural deck replacement, skylight installation or repair, and chimney reconstruction. In the case where structural changes are proposed 3 sets of detailed drawings prepared by an Illinois Registered Architect or Structural Engineer must be submitted.

For permit applications and additional building information, please visit our website

<http://www.palatine.il.us>