

City of St. Charles

Roofing, Siding, Windows & Doors



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<http://www.stcharlesil.gov>

Please direct any and all questions to the City of St. Charles Building and Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required prior to any alteration or addition to a residential structure. The following are guidelines and comments for obtaining a building permit.

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District?** If yes, please complete a Certificate of Appropriateness for review.

Roofing:

- One (1) Copy Building Permit Application** – Completely Filled Out (attached).
- One (1) Copy of the Roofing Contractor's Illinois State Roofing License.**
- One (1) Copy of the Contractor's contract for the work**, signed by the property owner if someone other than the property owner is applying for the permit.
- A Submittal fee of \$60.00 for residential roofing or \$100.00 Commercial Roofing**, to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.

Siding:

- One (1) Copy Building Permit Application** – Completely Filled Out (attached).
- One (1) Copy of the Contractor's contract for the work**, signed by the property owner if someone other than the property owner is applying for the permit.
- A submittal fee of \$65.00**, to be submitted with the completed application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.

Windows and Exterior Doors:

- One (1) Copy Building Permit Application** – Completely Filled Out (attached).
- One (1) Copy of the order or sales receipt with the U Factor rating** for all windows and doors
 - Windows or Doors: **0.28** or lower is required.
 - Skylight windows: **0.50** or lower is required.
- One (1) Copy of the Contractor's contract for the work**, signed by the property owner, if someone other than the property owner is applying for the permit.
- If there are no structural changes the permit is issued over the counter** with the exception of the following:
 - Any property within the Historic Preservation District. You will need to submit drawings and application for the Historic Preservation Commission to review and you will need to attend the meeting.
 - If there are any structure changes the permit cannot be issued over the counter. Please submit an application for a Residential Alteration with two (2) sets of drawings showing the construction details. Please consult the "Residential Alteration" application for details & fees.
- A Submittal fee of \$55.00**, to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.

****Applications Missing submittal items will not be accepted.**

Call (630) 377-4406 to schedule Building Inspections at least 24-48 hours before the inspection is needed. Inspections will be scheduled based on availability.

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2021 Int'l Residential Code
- 2020 Nat'l Electrical Code
- 2024 International Energy Conservation Code

CITY OF ST CHARLES
Application for Roofing Permit
 Department: Building & Code Enforcement Division
 Phone: (630) 377-4406



Date _____

Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work: _____

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? If yes, you will need to complete a Certificate of Appropriateness.
- One (1) copy Building Permit Application** – Completely Filled Out (attached).
- One (1) copy of the contract for the work signed by the property owner** if someone other than the property owner is applying for this permit.
- One (1) copy of documentation showing the U-Factor rating** of all windows and doors being replaced.
- If you are applying for a permit for Roofing, a copy of the Roofer's Illinois State Roofing license is required.**
- The Submittal fee is due** to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.

Roofing - \$60.00 for Residential roofing or for \$100.00 Commercial Roofing

Siding - \$65.00

Windows & Door Projects - \$55.00

***Applications missing submittal items will not be accepted.**

Owner of the Property:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____

Applicant:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____

General Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____

Contractor: _____

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Email: _____
 Telephone NO. _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____

SIGNATURE: _____

REPORT OF THE BUILDING OFFICIAL

Signed: _____