

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>
permits@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, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- See the attached form for contractor requirements.**

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.
- Certificate of Insurance: See the attached form for contractor requirements**
- 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.
- Certificate of Insurance: See the attached form for contractor requirements**
- 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 COA 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. Contractor requirements must be submitted at the time of application.**

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



*Two East Main Street
St. Charles, IL 60174
630.377.4400*

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit. The permit applicant or the general contractor should collect and submit this information to our office.

GENERAL CONTRACTORS

All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.
- Workers compensation and employers liability insurance within statutory limits.
- The City of St. Charles is to be listed as the certificate holder.

Work in City Right of Way/Public Property

- Commercial general liability insurance with limits not less than:
 - \$1,000,000.00 for property damage resulting from any one incident.
 - \$2,000,000.00 general aggregate.
 - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

PLUMBING CONTRACTORS

- Plumbing contractors must be licensed in accordance with State statutes (055) license and submit a copy of the 055 license.
- Provide a copy of the plumber's photo ID license (058).
- Plumbing contractors are to submit a Letter of Intent for each permit application that meets the requirements of the Illinois State Plumbing code.

ELECTRICAL CONTRACTORS

- Surety company bond payable to the City of St. Charles in the penal sum of \$10,000.
- Electrical contractors must be licensed in a municipality in Illinois and provide a copy of the electrical license.

BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

ROOFING CONTRACTORS

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing.
- Commercial roofing contractors must provide a copy of an unlimited roofer's license.

WATER & SEWER CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

EXCAVATOR

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

HVAC

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

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 file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- 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.
- See the attached form for contractor requirements.**
- 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. Contractor requirements must be submitted at the time of application.**

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: _____