

# City of St. Charles

## Re-roof



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
630.443.4638 (Fax)  
<http://www.stcharlesil.gov>

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

A building permit is required prior to any construction of a re-roof. The following are guidelines and comments for obtaining a building permit.

### Application Procedures:

- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractors names, addresses, email, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- This application is processed over-the-counter while you wait.

### Application – Permit Fees: (All payment is to in form of cash, check, or money order)

- A filing fee is to be paid at time of submission of application and plans.
  - A fee of **\$60.00 - Residential (to be paid at time of submittal)**
  - A fee of **\$100.00 – Non-Residential (to be paid at time of submittal)**
- **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - \$80.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
  - \$80.00 per re-inspection for all residential final inspections.
- **Temporary certificate of occupancies.** \$85.00 is due prior to issuance of a temporary certificate of occupancy.

### Inspections:

The following is a list of inspections, which might be required for your project.

- Final

**Note: All inspections must be called-in a minimum of 24 hours in advance.**

### General Comments:

1. If a contractor is conducting the work they are to have an Illinois State License. You will need their license number and the expiration of their license. If there are any questions regarding the Illinois State License regulation, they can contact Illinois Department of Education and Regulation at 217/782-8556 or 217/782-0482. If the owner/occupant is conducting the work, they do not need an Illinois State License
2. R105.7 Placement of permit. The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed
3. A copy from the 2015 International Residential Code addressing roofs is attached for your information

4. Section R908.3.1.1 #3 requires replacement of existing roof with two (2) layers.
5. If new roof will be going over one (1) layer of roofing; roof vents, plumbing stacks, and furnace flue pipes will have to be reflashed into new roof to prevent any added water running between roofs.
6. Nails are to be as per the 2015 International Residential Code.
7. Double starting row required.
8. Sheet metal flashing for roof and wall intersections of different materials (wood, brick, stucco, aluminum, etc.)
9. Attic and other enclosed spaces are to have required ventilation of 1/300 to area ceiling (roof vents may need to be added per code that will help extend the life of the new roof).
10. Minimum of 2/12 pitch for asphalt shingles with double underlayment.
11. It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Division the required inspection. The required inspection is a final inspection. This is to be scheduled when the work is completed. When calling to schedule an inspection, please have the address and the permit number. Inspections shall be called a minimum of 24 hours before they become due.
12. Building wind speed design is at 90-MPH.
13. Ice protection is required per the 2015 International Residential Code.

### **Homeowner – Contractor Responsibilities:**

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Division the required inspections. The only required inspection for a re-roof permit is a final inspection. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due

REV 1.24.2019

# CITY OF ST CHARLES

## Application for Building Permit



**Department: Building & Code Enforcement Division**

**Phone: (630) 377-4406**

**Application Date:** \_\_\_\_\_ **Parcel No.** \_\_\_\_\_ **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? Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- Building Permit Application – Completely Filled Out.
- If any roofing is conducted by anyone other than the owner we need a copy of the Roofing Contractor’s Illinois State License and a copy of the signed contract with the owner’s signature.
- If any work is being conducted in the City right-of-way or street, the Engineering Department must issue a Right-of-Way permit prior to issuance of the Building Permit.
- Submittal fee of **\$60.00** for Residential and **\$100.00** for Commercial – payment is **TO BE BY CASH OR CHECK PAYABLE TO THE CITY OF ST. CHARLES.**

**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. \_\_\_\_\_  
 Illinois License No. \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Telephone NO. \_\_\_\_\_  
 Illinois License 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**

**Accepted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

<b>For Office Use</b>
Received _____
Fee Paid \$ _____
Check # _____