



### ROOFING PERMIT APPLICATION REQUIREMENTS

1. Permits are required for all roofing work within the City of Waukegan (repairs under 1 square may be exempt by order of the Building Official). Over the counter permits are NOT guaranteed. Applications must be filled out in full to be processed (all highlighted areas front and back).

*Building Permit Application*

<http://www.waukeganil.gov/DocumentCenter/View/31>

2. Roofing contractors need to be registered with the City of Waukegan; \$100.00 Annual registration fee, Completed Application, and Certificate of Insurance. *Registration Application* <http://www.waukeganil.gov/DocumentCenter/View/1382>

3. License Holder must pull permits (exceptions listed below)
- Notarized letter of authorization on file, signed by the license holder.
  - Letter of authorization on Company Letterhead on file, with a list of employees.
  - ID must be provided by authorized employees.

4. Copy of the Proposal/Contract between Contractor and Property owner, signed by both parties (copy charges are a \$1.00 per page if not provided). Number of Square and cost breakdown must be included.

Only complete applications containing items 1-4 of the above will be accepted. All applications need to be submitted in person on the 3<sup>rd</sup> floor of the above address. Office hours are 8am- 4pm Monday thru Friday. Processing of each application may take up to 10 business days during construction season. Permit pricing is calculated based on the amount of the contract. Permit Fees will be doubled for any work started without an official permit posted.

#### **PERMITS ARE REQUIRED TO BE POSTED IN FRONT WINDOW WHILE WORK IS COMPLETED**

1. NO INSPECTIONS REQUIRED
2. COMMERCIAL/INDUSTRIAL ROOFING WORK MUST BE COMPLETED BY AN UNLIMITED LICENSEE
3. RE-ROOFING ONLY ALLOWED UP TO 2 LAYERS OF SHINGLES
4. [MINIMUM OF 24" OF ICE AND WATER SHIELD IS REQUIRED](#)