



# Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154  
Phone: (708) 345-0199 • Fax: (708) 345-0884 • Email: [Building@westchester-il.org](mailto:Building@westchester-il.org)

FOR OFFICE USE ONLY	
PERMIT NO:	_____
DATE ISSUED:	_____
PAID:	_____
CONTRACTORS:	_____
APPROVED BY:	_____
TITLE:	_____

## APPLICATION FOR ROOF PERMIT

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_ Cost of Work: \_\_\_\_\_

Name of Tenant/Business: _____	Phone: _____
Address: _____	Email: _____
Name of Property Manager/Owner: _____	Phone: _____
Address: _____	Email: _____
General Contractor: _____	Phone: _____
Contractor Address: _____	Email: _____
Description of Work: _____	Cost of Work: _____

### DESCRIPTION OF WORK

Type of Roof: FLAT \_\_\_\_\_ PITCHED \_\_\_\_\_

Type of Work: TEAR OFF \_\_\_\_\_ REROOF \_\_\_\_\_ (Only two layers maximum are allowed)

Type of Structure: HOUSE \_\_\_\_\_ DETACHED GARAGE/SHED \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

Fees: Residential (Principal Building) \$75  
 Residential (Accessory Building) \$25 (if done at the same time as the principal building)  
 \$50 (if done at a different time than the principal building)  
 Commercial Roof 1.5% of Cost of Work, \$125 minimum & PLUS Guarantee  
 Deposit of 1% of cost of work (\$300 Min)

**Inspections:** A water and ice shield inspection is included in the permit fees above.

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Application Requirements:

- Application Form:** Fill out a copy of this application form.
- Contractor Information:**
  - a. If the owner will be applying for the permit and doing the work, "owner/self" should be written on the "Contractor" line of the permit.
  - b. If a contractor is doing the work, Contractor's Bond, Insurance and Licensing form and documents

### Code Specifications:

- Water and ice shield are required on all residential shingle roofs. The shield must extend up the roof to a point that is equal to 24 inches horizontally inside the interior wall surface.
- All chimney flashing, roof intersections and cricket flashing shall be listed flashing material
- Asphalt shingles shall be two hundred thirty-five (235) pounds

**PLEASE NOTE: IF YOU WILL HAVE A DUMPSTER ON SITE, A SEPARATE DUMPSTER PERMIT IS REQUIRED.**