



**Village of Arlington Heights**  
Building & Life Safety Department  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
Fax (847) 368-5975  
Website: [www.vah.com](http://www.vah.com)

## **Residential - Re-Roofing Over the Counter Permit**

### **APPLYING FOR PERMITS:**

Over-the-Counter permits should be brought to the front counter of the Building & Life Safety Department.

*NOTE: If you email your permit materials to [building@vah.com](mailto:building@vah.com), it will be processed under standard permit processing protocols which is 5 day processing period for residential projects.*

### **APPLICATIONS AND FORMS REQUIRED:**

The materials that you need to submit are listed on the next page of this checklist. Please fill out applications and forms completely. If materials are incomplete, illegible or lacking information, this may delay your permit processing. All materials need to be brought in on pages not larger than 11" x 17".

NOTE: If you are the home owner and doing the work yourself, please fill out and submit the Homeowner as General Contractor form (*not attached*) with your applications, and provide a copy of your current photo ID to show that you are the owner occupant of the residence (225/ILCS 335/).

### **REVIEW TIMEFRAMES:**

If all required materials are brought to the Building & Life Safety Department front counter properly filled out, you will be able to obtain a permit that day. This form can be found on the Village Web-site.

### **PROCESSING NOTIFICATIONS:**

Village of Arlington Heights Contractor license number must be listed on the permit applications. If not known, they can be looked up on the Village of Arlington Heights web-site. Web address given below:

[https://www.vah.com/village\\_services/permits\\_and\\_licenses](https://www.vah.com/village_services/permits_and_licenses)

### **FEES:**

The fee for a residential roofing permit is \$75.00.

### **APPROVAL OF WORK:**

In order to close out your roofing permit, the permit holder shall complete the Roofing Installation Affidavit and returned to the Building & Life Safety Department. You can email the completed for to [Building@vah.com](mailto:Building@vah.com).

**Applications, Forms and Other Materials to be supplied for the following type of project:**

Residential Re-Roofing Project

Supply those items below to ensure your submittal is complete. Fill out all forms clearly and accurately. Incomplete and/or illegible submittals may not be accepted.

**Applications Required:**

Building Permit Application

**Forms Required:**

Statement of Acknowledgment for Residential One- and Two-Family Dwelling Asphalt Shingle Re-Roof Requirements

**Materials to be Submitted (one set of each of the indicated items):**

Contractor's Proposal explaining the scope of work to be performed and providing the project cost.

**Post work completion:**

Submit the Roofing Installation Affidavit to the Building & Life Safety Department at Building@vah.com.



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# BUILDING PERMIT APPLICATION

Indicate application type: **New Application** \_\_\_\_\_

**Addendum** \_\_\_\_\_

**Value of Work: \$ (New)** \_\_\_\_\_

**Value of Work: \$ (Addendum)** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Real Estate #:** \_\_\_\_\_

**New Sq. Footage:** \_\_\_\_\_

### Project – Select all that apply

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> A/C (Single Family)              | <input type="checkbox"/> Demolition (Single Family)    | <input type="checkbox"/> Grading                   | <input type="checkbox"/> Re-roof (Single Family)  |
| <input type="checkbox"/> A/C (Comm): Units ____ Tons ____ | <input type="checkbox"/> Drainage - Landscaping        | <input type="checkbox"/> Hot Tub / Spa             | <input type="checkbox"/> Retaining Wall           |
| <input type="checkbox"/> Apron                            | <input type="checkbox"/> Drain Tile - Building         | <input type="checkbox"/> Kitchen Remodel           | <input type="checkbox"/> Shed / Gazebo            |
| <input type="checkbox"/> Basement Remodel                 | <input type="checkbox"/> Driveway                      | <input type="checkbox"/> Multi-family Addition     | <input type="checkbox"/> Single Family – Addition |
| <input type="checkbox"/> Basketball Pole                  | <input type="checkbox"/> Early Start                   | <input type="checkbox"/> Multi-family(New)         | <input type="checkbox"/> Single Family - Interior |
| <input type="checkbox"/> Bathroom Remodel                 | <input type="checkbox"/> Elevator (Mod)                | <input type="checkbox"/> New Water / Sewer Connect | <input type="checkbox"/> Single Family (New)      |
| <input type="checkbox"/> Boiler                           | <input type="checkbox"/> Elevator – No. of Floors ____ | <input type="checkbox"/> Parking Lot               | <input type="checkbox"/> Site Clearing            |
| <input type="checkbox"/> Commercial Addition              | <input type="checkbox"/> Facade                        | <input type="checkbox"/> Patio                     | <input type="checkbox"/> Site Improvement         |
| <input type="checkbox"/> Commercial Alteration            | <input type="checkbox"/> Fireplace                     | <input type="checkbox"/> Pergola                   | <input type="checkbox"/> Solar Panel Installation |
| <input type="checkbox"/> Commercial (New)                 | <input type="checkbox"/> Foundation Repair             | <input type="checkbox"/> Pool (In-ground)          | <input type="checkbox"/> Stoop                    |
| <input type="checkbox"/> Chimney                          | <input type="checkbox"/> Foundation Start              | <input type="checkbox"/> Pool (Above Ground)       | <input type="checkbox"/> Temporary Trailer        |
| <input type="checkbox"/> Crawl Space Conversion           | <input type="checkbox"/> Furnace                       | <input type="checkbox"/> Pool (Demo)               | <input type="checkbox"/> Water upgrade            |
| <input type="checkbox"/> Deck / Porch                     | <input type="checkbox"/> Garage                        | <input type="checkbox"/> Private Walks             | <input type="checkbox"/> Windows (Commercial)     |
| <input type="checkbox"/> Demolition (Commercial)          | <input type="checkbox"/> Garage Addition               | <input type="checkbox"/> Public Walk               | <input type="checkbox"/> Windows (Multi Family)   |
| <input type="checkbox"/> Demolition (Garage)              | <input type="checkbox"/> Garage Floor                  | <input type="checkbox"/> Re-roof (Commercial)      | <input type="checkbox"/> Windows (Single Family)  |
| <input type="checkbox"/> Demolition (Interior)            | <input type="checkbox"/> Generator                     | <input type="checkbox"/> Re-roof (Multi Family)    | <input type="checkbox"/> Other _____              |

**Specific Scope of Work:** \_\_\_\_\_

### IMPORTANT – PLEASE READ

Does this project have multiple contractors?  Yes  No

If Yes, this application must be accompanied by the Contractor List.

I, the applicant, certify that I have the proper authority to apply for this permit, to list the contractor provided below, and that all information provided is complete and accurate to the best of my knowledge.

**Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Applicant's Email:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

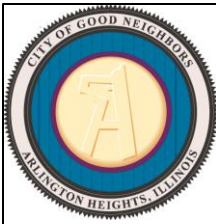
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contractor's VAH License #** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_ **Contractor's Email:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner of Property:** \_\_\_\_\_ **Owner's Phone:** \_\_\_\_\_



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**STATEMENT OF ACKNOWLEDGEMENT FOR  
RESIDENTIAL ONE- AND TWO-FAMILY DWELLING  
ASPHALT SHINGLE RE-ROOF REQUIREMENTS**

1. Roofing contractor needs both Village of Arlington Heights Contractor's License and State Roofer's License. Copy of State License shall accompany application for permit.
2. Contain debris and remove promptly. Dumpster to be on private property.
3. Provide roof /attic ventilation in accordance with Section R806 of the IRC as amended by the Village of Arlington Heights.

**MEET THE REQUIREMENTS OF SECTION 905 OF THE 2018 IRC FOR ROOF COVERINGS,  
AS AMENDED BY CHAPTER 23 OF THE MUNICIPAL CODE.**

4. Underlayment to be installed per Section 905.1 of the 2018 IRC as amended by the Village of Arlington Heights.
5. Roof extensions shall be underlaid with ice/water shield to a point two feet past inside of wall. Valleys also require 3 ft. wide ice/water underlay.
6. Asphalt Shingles: Asphalt shingles shall be applied only to solidly sheathed roofs and per manufacturer's printed instructions and this code. All bundles shall carry a Fire Underwriters' Class "C" or better label and the exposure shall be as required to attain this rating.
7. Shingles for roofs less than four in twelve, but more than two in twelve, must be approved by manufacturer for that slope and installed per manufacturer's recommendations.
8. Asphalt shingles shall not be used on roofs with slopes less than two (2) inches in twelve (12) inches.
9. **REROOF:** New roof coverings shall not be installed without first removing existing roof coverings when the existing roof has two or more applications of any type of roof covering. When recovering or replacing an existing roof, the roof shall be ventilated in accordance with the requirements of Section R806 of the 2018 IRC for new roofs.

I have read all of the above.

**Date:** \_\_\_\_\_ **Job Address:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **aaa** \_\_\_\_\_

**Single-family Residential  
Roofing Installation Affidavit**

Roofing Contractor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To whom it may concern:

The single-family residential roofing project at \_\_\_\_\_

\_\_\_\_\_ performed

under permit number \_\_\_\_\_ - \_\_\_\_\_ has been completed. All work was completed in

conformance with the requirements set forth in the 2018 International Residential Code as adopted and

amended by the Village of Arlington Heights.

Regards,

\_\_\_\_\_  
*Permit Holder / Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*State of Illinois License number*

***In order to close out your roofing permit, this affidavit must be signed and returned to the Building & Life Safety Department. You can email the completed form to [Building@vah.com](mailto:Building@vah.com).***