



Building & Life Safety Department

Village of Arlington Heights

Phone (847) 368-5560

www.vah.com

PERMIT TYPE: RE-ROOF RESIDENTIAL SINGLE FAMILY

This scope of work may include re-roof on house and garage together.

APPLYING FOR PERMITS: *All permits are applied for through the Civic Access Portal (See portal instruction for setting up an account and videos on using the system.*

<https://www.vah.com/government/permits/licenses/index.php>

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

LOCATION:

Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and add.

PERMIT DETAILS:

On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- the size of the project area in square feet;
- the valuation of the project

CONTACTS:

Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:

- Applicant
- Roofing Contractor
- Owner

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information.

MORE INFO:

No additional info required, please press next.

ATTACHMENTS:

All required documents are to be provided as requested.

For this project the following documents are required:

- Contractor's proposal-detailing the scope of the work and cost of construction.
- Roofing - Single-Family Asphalt Shingle Re-Roofing Requirements Acknowledgment Form
[Found under our Permits & Licensing website]
- State Roofing License

REVIEW TIME FRAMES:

This permit is referred to as an Over-The-Counter type permit. As long as no questions exist, then the permit is processed so that you may be able to receive your permit within one day.

***If your proposal includes any type of skylight installation (replacement or new), review will be required and will take up to 5 business days* Skylight specifications will be required to be submitted.**



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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:** _____



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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. Please email this form to
building@vah.com.**

Revised 4/16/2024