COMMUNITY DEVELOPMENT
PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

SOFFIT, FASCIA & GUTTERS **(Separate Permit Required for Roof):** (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Permit Addendum – Roofing & Siding, signed.
- ☐ Contractor's Registration with bond, for those not already ***licensed*** and ***bonded*** with the Village.
- ☐ Letter of approval from the homeowner's association, when applicable.
- ☐ Contractor's Quote with materials listed.
- ☐ Color match sample is REQUIRED on all Duplexes, Townhomes and properties where soffit, fascia and gutters are not being replaced in entirety. An inspector will perform an inspection BEFORE the permit is issued.

I attest that I have submitted all information as required above regarding the permit applied for at:

_____Glendale Heights, IL 60139

_____Name (Printed)

_____Signature

_____Date

VILLAGE OF GLENDALE HEIGHTS
300 Civic Center Plaza
Glendale Heights, Illinois 60139.
Community Development Department
(630) 260-6030

BUILDING PERMIT APPLICATION

(Please Print CLEARLY)

DO NOT WRITE IN THIS SPACE
Permit No.:
Date Issued:
Permit Expires:
Zoning District:
Initial Deposit:
Construction:
Fire Protection:
Site Improvement:
Sewer Connection:
Water Connection:
Water Meter:
Penalty:
Building Deposit:
Engineering Deposit:
Permit Fee:
Required Deposit:
TOTAL FEE:

DATE: _____

PROPERTY ADDRESS: _____, GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: $ _____ HOMEOWNERS ASSOC. ☐ YES ☐ NO

CHECK ONE:

☐ NEW CONST.	☐ ROOFING	☐ PLUMBING	☐ PATIO	☐ FENCE
☐ ADDITION	☐ SIDING	☐ HVAC	☐ SIDEWALK	☐ SHED
☐ REMODEL	☐ WINDOWS	☐ ELECTRIC	☐ DRIVEWAY	☐ DECK
☐ DEMOLITION	☐ DOORS		☐ DRIVEWAY APRON	
☐ OTHER _____			☐ OTHER PAVEMENT	

SCOPE OF WORK/DESCRIPTION: _____

**ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED

	Name	Address	Phone Number
OWNER:			
OCCUPANT:			
ARCHITECT:			
ENGINEER:			
GEN. CONT.:			
PLUMBING:			
ELECTRIC:			
OTHER:			
OTHER:			

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) _____

SIGNATURE OF APPLICANT _____

DIR. OF COMM. DEVELOPMENT: _____

DATE APPROVED: _____

A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

PERMIT ADDENDUM – ROOFING & SIDING (INCLUDING SINGLE-FAMILY & MULTI-FAMILY ASPHALT SHINGLE ROOFS)

PERMIT _____ DATE_____ADDRESS_____

1. All construction work involving new or replacement roofing and/or siding shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.

   - 2006 International Residential Code
   - 2012 International Energy Conservation Code
   - 2006 International Property Maintenance Code

2. All installations of roofing and/or siding shall conform to the manufacturer's recommendations.

3. Roofing and siding shall be uniform in color and material on the entire surface of an existing structure. (VGH 10-11-7, P and Q)

4. Any roof sheathing that is rotted or damaged must be replaced. New wood installed shall comply with the structural spans permitted for that product. (Trusses spaced 24 inches apart require ½" thick sheathing.) **Rough inspection is required if either:**

   a) Any framing members need to be repaired or replaced, or
   b) More than 25% of the roof decking must be replaced

5. Spacing of 1/8" is required at all wood structural panel ends and edges unless otherwise indicated by the panel manufacturer. (R803.2.3 and APA E-30)

6. Underlayment shall be installed throughout the roof area as described in the code. For roof slopes from 2:12 up to 4:12, double underlayment is required. **Asphalt shingles may not be used on roof slopes of less than 2:12.**

7. Ice and water shield shall be installed at all eaves and valleys and must extend to a point no less than 24" beyond the inside of the exterior wall line.

8. Flashing shall be installed at wall and roof intersections, wherever there is a change in roof slope or direction and around roof openings in accordance with manufacturer's recommendations. Metal flashing shall be corrosion resistant. not less than 0.5 mm thick (No. 26 galvanized sheet), and free from rust or damage.

9. If covering over existing shingles, no more than (2) layers of shingles are allowed.

10. All shingles shall be nailed (not stapled) with galvanized or stainless steel, aluminum or copper roofing nails, minimum 12 gage shank and 3/8" dia. head, of a length to penetrate through the roofing materials and 3/4" into the roof sheathing. Where the roof sheathing is less than 3/4" thick, the fasteners shall penetrate through the sheathing.

11. Ventilation of unconditioned attic spaces shall be provided as follows:

- For every 300 sq. ft. of roof area, there must be a minimum of 1 sq. ft. (144 sq. in.) of net free ventilating area. (A typical attic vent provides 50 sq. in. of net free vent area.)
- At least 50% of the required net free ventilating area shall be at or near the ridge.

12. A water-resistive barrier shall be installed underneath all exterior wall coverings in accordance with 2006 IRC section R703.2.

13. Siding shall be installed in accordance with manufacturer's installation instructions.

Please note the following additional requirements:

- All roofing contractors must provide a copy of a current State of Illinois license and must have a current Village of Glendale Heights registration on file. Please visit the Community Development Department at Village Hall to complete the registration process.

- If any changes occur during construction that deviate from the Village approved work scope, the changes must be submitted immediately in writing to the Village of Glendale Heights for review and approval.

- A final inspection shall be scheduled once all work is complete, the site is clean, and materials have been hauled away. No nails, underlayment, or removed shingles shall be left on the site. No one is required to be present.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

_____ _____

Signature Date

A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: permits@glendaleheights.org

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION INFORMATION

REGISTRATION TYPE: ☐ NEW REGISTRATION ☐ RENEW REGISTRATION

TRADE(S): ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY
☐ WINDOW ☐ OTHER / SPECIALTY _____

COMPANY AND APPLICANT INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____

_____

_____

APPLICANT NAME: _____ **PHONE:** _____

APPLICANT ROLE: ☐ OWNER ☐ EMPLOYEE ☐ AGENT

EMAIL: _____

ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a $20,000 surety bond for every contractor registration application. *Plumbing exempt.
2. Payment of fee. Contractors = $75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

I do hereby attest that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE: _____ **DATE:** _____