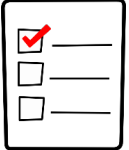




RESIDENTIAL ROOF REPLACEMENT

Roof Permit General Information

- A permit is required for all roof replacements.
- No more than 2 layers of shingles are allowed on any roof. A roof recover will not be permitted where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
- No permit is needed to add a 2nd layer of shingles or minor repairs less than a total of 100 sq. ft.



PERMIT PROCESS

information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

- Roof permits are an express permit that is completed through the Village of Buffalo Grove's [online portal](#). Users (contractors, homeowners etc.) must register for a BS&A online account in order to apply for permits and request inspections. Once you are registered, you can apply for and access multiple permits under that one account. Click [here](#) to create an account.
- **Contractor registration** can also be completed through the Village of Buffalo Grove's [online portal](#). You can also visit, www.vbg.org/contractor, for contractor registration information within the Village.
- **Contractor Registration:** www.vbg.org/contractor
All contractors must be registered in the Village of Buffalo Grove and a current state roofing license is required. Per the Illinois Roofing Industry Licensing Act, 225 ILCS 335/5 & 5.1, every roofing contractor shall affix the roofing contractor license number and the licensee's name, as it appears on the license, to all contracts and bids as well as to all commercial vehicles used in offering such services.
- **Subcontractor acknowledgement letter, if applicable.**
A letter signed by the property owner is required for work being performed by a subcontractor. The letter must be on the general contractor's letterhead and indicate the company name, address, phone number and state roofing license number of the subcontractor actually performing the work.
- **A detailed scope of work, including a copy of the signed contract.** This must include the type of roofing materials, sheathing, ice/water barrier, etc.
- Copy of photo ID of the applicant (if other than homeowner).

Construction Requirements

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

- The Village of Buffalo Grove follows the *2018 International Residential Code*, as amended.
- The existing 3/8" sheathing must be replaced with 1/2" minimum in all cases.
 - NEW sheathing shall be a minimum 1/2" thickness. No more than two roofing applications are permitted.
 - NEW sheathing edges are required to be tongue and groove **or** supported with solid blocking **or** edge clips (H-clips) **or** per manufacturer's specifications (when rafters/trusses are spaced 24" on center).
- Nailing schedule per 2018 IRC, Table 602.3(1): 8d common nails, 6" spacing at edges and 12" intermediate support is required.
- All existing bath fans and dryer vents are required to terminate to outside air. Any existing bath fans or dryer vents found to be terminating into the attic shall be modified in such a manner to terminate to the outside air.
- Required drip edge on all eaves and rakes. Drip edge can be either wood or metal.



- Asphalt Shingles
 - Slopes less than four units vertical in 12 units horizontal (33-percent slope) but not less than two units vertical in 12 units horizontal (17-percent slope). Nominally double-coverage asphalt shingles may be installed on slopes as low as two units vertical in 12 units horizontal (17-percent slope), provided the shingles are approved self-sealing shingles or are hand sealed and are installed with an underlayment consisting of two layers of No. 15 felt, applied as required in Section 905 (2018 IRC Code).
 - In areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2(1) (2018 IRC Code), an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, commonly known as "Ice and Water" shield, shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

Step 2: Permit Issuance

- Residential standard residential roof permit (One & Two Family) - \$85
- Residential (Multi Family/Townhomes) - \$400
- Non-Residential is 1.25% of Valuation (Minimum of \$400)
- Cash, check, or credit card (except AmEx); with an additional processing fee for credit card payments.



Step 3: Construction Period

- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible at all times. Permit card must remain posted until final inspections are approved.
- **Construction Hours:** Weekdays: 7am-7pm- Weekends: 8am-7pm ([Village Code 9.38.037](#)) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

Step 4: Inspections

Review permit issuance page for inspection(s).

Email Directives: www.vbg.org/inspections Email inspections: inspections@vbg.org

Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at: www.vbg.org/permits

Specific permit questions that are not under the VBG permit webpage, can be emailed to: permits@vbg.org

VBG Code of Ordinances can be found at: https://library.municode.com/IL/Buffalo_Grove



www.vbg.org