



City of Highland
Building and Zoning

Application for Commercial Roofing Permit

Application Date: _____ Permit Number: _____
Permit Fee: \$200.00 Check/Cash/CC: _____
Applicant: Owner/ Contractor (Circle One)

PROPERTY LOCATION

Street Address: _____
Job Value: _____ Estimate Start Date: _____

PROPERTY OWNER INFORMATION

Name: _____
Business Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____

CONTRACTOR INFORMATION

Applicant (Not Owner): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Roofing Company: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alternate Phone: _____ Email: _____
Roofing License: _____
Job Site Contact: _____ **Phone:** _____



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Roof Inspection: Sheeting paper (felt underlayment – run horizontally), flashing, and drip edge must in place before shingling. Proper venting required.

Pitch: _____ Venting Type: _____
Felt Material: _____ Shingles: _____

ILLINOIS BUILDING PERMIT FINE SCHEDULE

\$50.00 FINE**

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

\$50.00 FINE FOR EACH ITEM

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 FINE

- Working without a permit when one is required.
Covering up work without an inspection. (Must pass inspection prior to being covered up.)
Failure to call for a final inspection.
Occupying the structure before the issuance of a certificate of occupancy.

\$250.00 FINE****

- A Certificate of Occupancy fee of \$250.00 is paid when the building permit is issued, with \$200.00**** to be used as a bond. This bond is reimbursed if all of the work is completed and a permanent certificate of occupancy is issued at the time of final inspection. If issued a temporary certificate of occupancy, and the work is not completed within the time allotted on the temporary certificate of occupancy, then \$125.00 of the bond is forfeited as a fine. Failure to obtain the permanent certificate of occupancy within four (4) months of issuance of the temporary certificate of occupancy, the remaining bond is forfeited, the City of Highland may disconnect utilities, and/or the owner and general contractor are issued a City Ordinance Violation and a Notice to Appear in court.

** Does not apply to re-inspections of corrected work.
***Applies to all Inspections.
**** Will be used as bond.

After Hour Inspection Fees

Monday - Friday.....\$126.00*
Saturday.....\$126.00*
Holidays & Sundays.....\$160.00*
*Subject to change

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

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