

# City of St. Charles

## Re-roof



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any construction of a re-roof. The following are requirements for obtaining a building permit.

### Check List for Submittal of Application:

- Is your property located in the Historic Preservation District?** If yes, please complete a Certificate of Appropriateness for review.
- One (1) Copy Building Permit Application** – Completely Filled Out.
- If any roofing is conducted by anyone other than the owner please submit a copy of the **Roofing Contractor's Illinois State License and a copy of the signed contract with the owner's signature.**
- One (1) Copy of the Roofing Contractor's Illinois State Roofing License.**
- Submittal fee of \$60.00 for residential roofing or \$100.00 Commercial Roofing,** to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.

**\*Applications missing submittal items will not be accepted.**

### General Comments:

1. If a contractor is conducting the work they are to have an Illinois State License. You will need their license number and the expiration of their license. If there are any questions regarding the Illinois State License regulation, they can contact Illinois Department of Education and Regulation at 217/782-8556 or 217/782-0482. If the owner/occupant is conducting the work, they do not need an Illinois State License
2. If new roof will be going over one (1) layer of roofing; roof vents, plumbing stacks, and furnace flue pipes will have to be reflashed into new roof to prevent any added water running between roofs.
3. Double starting row required.
4. A roof recover shall not be permitted where the existing roof has two or more applications of any type of roof covering.
5. Sheet metal flashing for roof and wall intersections of different materials (wood, brick, stucco, aluminum, etc.)
6. Attic and other enclosed spaces are to have required ventilation of 1/300 to area ceiling (roof vents may need to be added per code that will help extend the life of the new roof).
7. Minimum of 2/12 pitch for asphalt shingles with double underlayment.

8. It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Division the required inspection. The required inspection is a final inspection. This is to be scheduled when the work is completed. When calling to schedule an inspection, please have the address and the permit number. Inspections shall be called a minimum of 24 hours before they become due.
9. Ice protection is required per the 2021 International Residential Code.

**Call (630) 377-4406 to schedule Building Inspections at least 24-48 hours before the inspection is needed. Inspections will be scheduled based on availability.**

### **Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2021 International Residential Code
- 2021 International Building Code
- 2021 International Fire Code
- 2021 International Fuel Gas Code
- 2021 International Mechanical Code
- 2021 International Swimming Pool and Spa Code
- 2021 International Property Maintenance Code
- 2021 International Energy Conservation Code
- 2021 International Existing Building Code
- 2020 National Electric Code
- 2014 State of Illinois Plumbing Code

**CITY OF ST CHARLES**  
**Application for Roofing Permit**  
Department: Building & Code Enforcement Division  
Phone: (630) 377-4406



Date \_\_\_\_\_

Permit No. \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

I, \_\_\_\_\_, do hereby apply for a permit for the following described work

located at \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District?** Yes/No If yes, please complete a Certificate of Appropriateness.
- Building Permit Application** – Completely Filled Out.
- If any roofing is conducted by anyone other than the owner please submit a copy of the **Roofing Contractor's Illinois State License and a copy of the signed contract with the owner's signature.**
- Submittal fee of \$60.00 for residential roofing or \$100.00 Commercial Roofing**, to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office.

**\*Applications missing submittal items will not be accepted.**

**Owner of the Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Roofing Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**REPORT OF THE BUILDING OFFICIAL**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_