



## WHAT YOU NEED TO APPLY

- A copy of the **signed contract** describing the project cost and scope of work, including the location, materials, and hardware.
- A **photo ID** of the permit applicant.
- Payment of the applicable **permit fee**.

Estimated Project Cost	Permit Fee
< \$500.00	<b>\$40.00</b>
≥ \$500.00 and < \$1,000.00	<b>\$45.00</b>
≥ \$1,000.00 and < \$2,500.00	<b>\$50.00</b>
≥ \$2,500.00 and < \$5,000.00	<b>\$60.00</b>
≥ \$5,000.00 and < \$10,000.00	<b>\$90.00</b>
≥ \$10,000.00	<b>\$12.00</b> per thousand and fraction thereof

**NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.**

## CONTRACTOR & HOMEOWNER

- Contractors** performing the work shall be **registered with the Village of Bartlett** and provide copies of their State Roofing License, insurance, and bond.
- Homeowners** may perform roofing **work only on their primary residence**; rental, investment, or similar properties shall be serviced by a licensed roofing contractor.

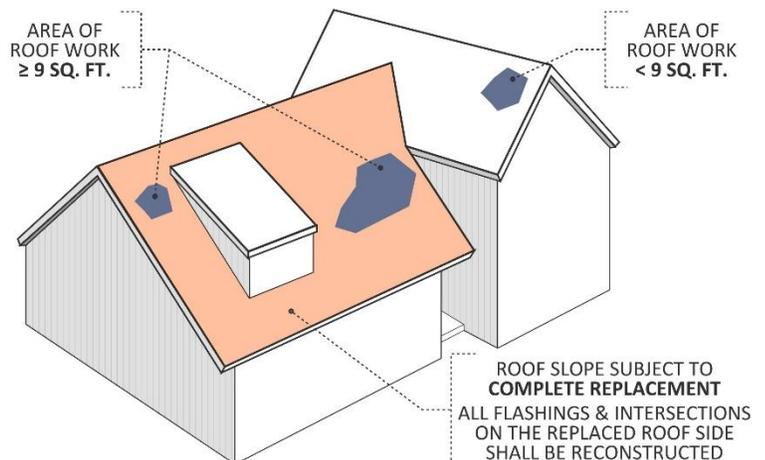
## INSPECTIONS

- An **ice/water shield inspection** is required.
- A **final inspection** is required upon completion of work to close out the permit.
- Inspection requests shall be made **at least 48 hours in advance**.
- To request an inspection, log into the Village of Bartlett Permitting & Licenses Portal or call the Building Division at 630-540-5920 during regular Village Hall business hours.**

## FULL REPLACEMENTS

- If a **roof area of 9 sq. ft. or larger** is subject to roof work on a single- or multi-family building, the roof covering on the entire side/slope of the roof shall be replaced.

This requirement does not mandate replacement of the entire roof, only the affected side/slope. This may include ridge or hip caps shared with adjoining roof surfaces or dormers within the area of work. Refer to the roof covering manufacturer's instructions for additional requirements and guidance.





### REROOFING TYPES & BASIC REQUIREMENTS

- ❑ **Roof replacements** include the removal of existing layers of roof coverings down to the roof deck.
- ❑ **Roof recovers** (overlays of new roof covering over existing roof covering) require a **complete tear-off** where one of the following is true:
  - the existing roof or roof covering is water soaked or is not a suitable base;
  - the existing roof covering is slate, clay, cement, or asbestos-cement tile; or
  - the existing roof has 2 or more applications of any type of roof covering, including roof coatings.
- ❑ **Roof repairs** include reconstruction or renewal of a portion of an existing roof covering for the purpose of roof maintenance.

### CONSTRUCTION STANDARDS

<b>Warranty</b>	Minimum 25-year warranty for all roofing shingles and wood shakes.
<b>Ice/Water Shield</b>	Required on all new roofs and complete tear-offs over conditioned buildings. Two layers of cemented underlayment or a self-adhering polymer-modified bitumen sheet shall extend from the lowest roof edge to at least 24 inches inside exterior walls for roof slopes <8:12 and not less than 36 inches along the roof slope for roof slopes ≥8:12.
<b>Underlayment</b>	Minimum 15-lb for shingles and 30-lb for wood shakes.
<b>Fasteners for Asphalt Shingles</b>	Galvanized, stainless steel, aluminum, or cooper roofing nails with a minimum 12-gauge shank and 3/8-inch-diameter head; long enough to penetrate at least 3/4-inch into or through the roof sheathing. Minimum number and installation per the manufacturer’s instructions, but not less than four per strip shingle or two per individual shingle.
<b>Flashing for Asphalt Shingles</b>	Installation per the manufacturer’s instructions; including base and cap flashing, valley linings, sidewall flashing, and other flashing as required. A drip edge shall be provided at all eave and rake edges.
<b>Flues</b>	All flues extending above the roofline shall be covered with decorative flue housing or an enclosure finished with materials matching the building exterior.
<b>Ventilation</b>	Openings shall be protected from birds, rodents, snakes, and similar. Maintain a balanced system; 40-50% of upper vents not more than 3 feet below ridge and 50-60% of intake vents in the bottom 1/3 of the vented space. Do not block existing openings (soffit, gable, roof, or ridge vents) unless replacing. New openings shall provide a minimum net free venting area of 1/150 of the area being vented (measured from eave to eave).
<b>Gutters &amp; Downspouts</b>	Splash blocks shall be required for attached and detached single-family buildings and accessory structures within 5 feet of adjoining lot lines. Downspouts shall discharge to the front or rear of the building and at least 3 feet from any property lines, NOT to side yards or onto adjoining properties.

REFERENCED CODES: BARTLETT MUNICIPAL CODE (TITLE 9), INTERNATIONAL RESIDENTIAL CODE, ILLINOIS ENERGY CONSERVATION CODE, INTERNATIONAL PROPERTY MAINTENANCE CODE.

THIS DOCUMENT IS UPDATED PERIODICALLY. FULL COMPLIANCE WITH THE CURRENT REQUIREMENTS OF ANY FEDERAL, STATE, COUNTY, OR MUNICIPAL REGULATIONS, AND THE TERMS AND CONDITIONS OF ANY EASEMENTS, COVENANTS, OR AGREEMENTS AFFECTING PROPERTY, REMAINS THE RESPONSIBILITY OF THE OWNER AND THEIR AGENTS.

