



DuPage County Building & Zoning Department

Building Division

RE-ROOF/RESIDE PERMITS



Commercial/Residential

The following are guidelines and requirements to assist when **tearing off and re-roof or tearing off and reside** your house. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700. **A permit is only required if you are tearing off roofing or siding.**

Requirements to issue: (must be submitted in person & can be issued over-the-counter with the following information)

1. Application form for over-the-counter permits - Type I (residential) Type II & III (commercial) (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Trust Disclosure form for properties in a trust
3. Fees
4. Entrance Permit
5. Performance Bond
6. Contractor Registration

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1. The application form for [over-the-counter permits](#) –Type I (**residential**) [Type II & III application](#) for (**commercial**) please fill out completely.
 - Owner's name, address, phone number, email address
 - Site address if different
 - Cost of proposed project
 - Property on water/sewer or well/septic
 - Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
 - Signature of property owner. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 2. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.
 3. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa.

4. Prior to permit issuance an [Entrance Permit](#)/bond receipt for the roadway (Township Highway Commissioner, DuPage County Department of Transportation, Illinois Department of Transportation or municipality).
5. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
6. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

For properties in a floodplain:

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160>). It is a fillable PDF form.

Building Code Requirements:

Building Code for Roofing

- No more than two (2) layers over existing original installation without architect's written approval.
- Minimum 90 mile an hour wind rated shingles or greater.
- Minimum #15 lb. asphalt saturated felt.
- An ice barrier consisting of at least two (2) layer of underlayment cemented together.
- Must meet the requirements of the Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)

Building Code for Siding

- Must meet the requirements of the Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupageco.org/building.