



**VILLAGE OF WILMETTE  
COMMUNITY DEVELOPMENT DEPARTMENT  
ROOFING PERMIT QUESTIONNAIRE**

1. Provide one copy of specifications for all new materials and their method(s) of installation (bid proposal may be substituted if all required technical data is provided and found acceptable).
2. Please identify what type of structure is being roofed:  
Single-Family Home  Townhouse Unit  Townhouse Building   
Multi-Family Building  Commercial Building  Other  \_\_\_\_\_

Please Note: Townhouse, multi-family, and commercial structures may need to be reviewed by the Appearance Review Commission if there is any change to the color or appearance of the roof.

For work other than a single-family home:

- Is a change in roof color proposed? Yes  No   
Is a change in roof style/appearance proposed? Yes  No

3. Number of previous roofing applications on sloped roofs \_\_\_\_\_ and/or  
Number of previous roofing applications on flat roofs \_\_\_\_\_.

Please Note: Not more than one previous roofing application shall be permitted to remain in place, except on flat roofs where not more than two previous roofing applications may remain in place.

4. Are scaffolding and/or disposal chutes required in the public right-of-way or is any temporary fence required for security of the disposal area or staging area? Yes  No

If yes, please provide a sketch of the site plan and submit to the Engineering Department for approval.

5. Is a dumpster required? Yes  No

If yes, please see the Engineering Department for a dumpster permit.

6. Are wood shake shingles proposed for use? Yes  No

Wood shake shingles are prohibited unless they are pressure treated with a fire retardant material under controlled conditions in a factory. Each bundle of wood shake shingle material that is delivered to a construction site must contain the certification label and be inspected prior to installation. Please call Community Development at (847) 853-7517 for the on-site inspection of wood shake shingles.

7. Is any applied heat required to install roofing materials? Yes  No

If applied heat is to be used, the contractor must notify the Wilmette Fire Department at (847) 251-1101 at least 24 hours prior to the proposed installation and must obtain Fire Department approval before any such work can commence.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Address of Project

\_\_\_\_\_  
Date