VILLAGE OF WILMETTE
ROOFING PERMIT APPLICATION

Date: _____ Project No.: _____

Address: _____ Owner: _____

Owner's Daytime Telephone: (____) _____

Roofing Contractor: _____ Customer No.: _____ Paid _____

Contractor Address: _____ Phone (____) _____

State of Illinois Roofing License No.: _____

Description of Work and Materials: _____

_____

_____

I hereby certify that the statements in this Application are true and correct. I understand that any false or inaccurate information contained in or in connection with this permit application may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

Signature of Applicant: _____ Applicant Phone: _____

Print Name of Applicant: _____

PLEASE DO NOT WRITE BELOW

	Yes	No
Appearance Review required?	☐	☐
Dumpster permit required?	☐	☐
Scaffolding permit required?	☐	☐
Cedar shingle inspection required?	☐	☐
Fire Department notification required?	☐	☐

Conditions/Comments: _____

_____

_____ _____ _____ _____

Building Inspector Date Planner Date

Roofing Permit No.:_____ Date Issued: _____

Distribution: White – Community Development; Yellow – Applicant

Revised 7/30/19

VILLAGE OF WILMETTE
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	☐	Two-Unit Building	☐	Detached Garage	☐
Townhouse Unit	☐	Townhouse Building	☐	Multi-Family Building	☐
Commercial Building	☐	Institutional 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. **Proposed total number of roofing applications on sloped roof(s) _____.**
For a sloped roof, what is the pitch _____: 12
Proposed total number of roofing applications on flat roof(s) _____.

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 complete a dumpster permit application.

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) 853-7550 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