



DuPage County Department of Economic Development & Planning

Regulatory Services Division

RE-ROOF/RESIDE PERMITS



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 - Type I
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 [Type I application](#) form to be filled 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.
 2. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. The beneficiary must sign the application or complete and sign a notarized [Owner Authorization](#) form.
 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) or waiver 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 Regulatory Services Division and must be current at permit issuance.

Building Code Requirements:

- No more than two (2) layers over existing original installation without architect's written approval.
- Minimum #235 lb. shingle weight or 90 mile an hour wind rated shingles or better
- Minimum #15 lb. asphalt saturated felt
- An ice barrier consisting of at least two (2) layer of underlayment cemented together

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

Please contact the Regulatory Services Division at 630-407-6700 to schedule a **final inspection** for the roof – **house wrap inspection** and then a **final** for siding.

(Where no work has been started within 90 days after the issuance of a replacement permit, 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/edp.