



GUIDELINES FOR ROOF REPLACEMENT

Please submit 1 electronic PDF of the following documents by USB thumb drive or by email to building@village.lakewood.il.us. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted. Documents will not be distributed for review until all listed items and payment are received. Lead time is 10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL or USB:

- Building Permit Application
- A copy of the roof shingle manufacturer's specification sheet with the specific product(s) to be used circled or highlighted.
- A copy of proposal, signed by the property owner, indicating shingle specifications
- For Roofing- a copy of the Roofer's License and a Letter of Intent on the roofer's letterhead
- Roofer Must Meet Illinois Department of Financial and Professional Regulations
 - Legitimate picture ID of the roofer
 - Verified licensure on their website (www.idfpr.com)
 - Company name on trucks
 - Advertising or contract with the company's letterhead must list the roofing license number
- A General Contractor's Surety bond (License & Permit Bond) from the Contractor's insurance company made to the Village of Lakewood in the amount of \$10,000
- If skylights are being replaced, supply the manufactures specifications and Window/Door Opening Schedule (See 2nd page of Window/Door Guidelines). 1 line for each opening.

All plans submitted shall meet all Village Codes, but specifically the requirements as set forth by the following chapters of Village Code:

- Chapter 19 Building Code
- Chapter 36 Architectural Review Process (Architectural Requirements)

IN-PERSON or ONLINE PAYMENTS:

- Payment at time of application for \$104 [Chapter 19 Fees]
- The Final Permit fee is calculated once plans are reviewed and approved [Chapter 19 Fees]
- A \$100 Cash Performance Bond will be added to the permit fee above and refunded upon written request given completion of permit requirements. The Cash Performance Bond shall be forfeited if the permit requirements are not met or the Bond Release Request is not received within 30 days of project completion.

BUILDING DEPARTMENT REQUIREMENTS

- Contact JULIE before you dig, dial 811 or 1-800-892-0123
- All inspections are scheduled the prior business day
- Permit Expires in 6 months if no inspection scheduled- 1 year otherwise. Permit Extension: ½ original fee (2 max). Permit Reinstatement: ½ original fee, but only ½ the time. Permits Expired without work completed are closed and not refundable.
- Reconfiguration of siding may require Architectural Review Process, see Chapter 36.
- Roof shingles shall be **Architectural Type** laminated shingles
- Partial roof replacements shall show continuity. Patchwork shingle repairs not allowed.
- Any changes in materials require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

GENERAL ROOF REQUIREMENTS

- Ice and Water Shield/Ice Barrier shall extend a minimum of 24" over the exterior wall. [IRC R905.2.7]
- Cross ventilation of each enclosed attic space is required. [IRC R806.1]
- Architectural Shingles Required [Local Amendment]
- Roof pitches less than 4:12 require complete Ice & Water Shield [As required by shingle manufacturer]