



RESIDENTIAL ROOF

Permit Application Guidelines

1. Submit to the Community Development Building Division the following for review:
 - a) Building permit application. **Libertyville Municipal Code (LMC) 6-86(c) & (d)**
 - b) A copy of the roofing contractor's contract or proposal which lists the materials used and cost of construction. **LMC 6-86(e)**
 - c) A copy of the roofing license. **Illinois Roofing Industry Licensing Act**
 - d) A copy of the roofing/general contractor's certificate of insurance listing the Village of Libertyville as certificate holder. **LMC 6-86(k)**
 - e) A copy of the photo I.D. of applicant. **Illinois Roofing Industry Licensing Act**
2. The permit may be issued within 1 business day from date of submittal to Building Division if information submitted is complete. **LMC 6-87(a)**

Roofing Construction Guidelines

1. Provide an ice shield that consists of at least two (2) layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, which shall be used in lieu of normal underlayment and shall extend from the eave's edge to a point at least 24" inside the exterior wall line of the building. **2018 IRC R905.1.2**
2. New roof coverings shall not be installed without first removing existing roof coverings when any of the following conditions occur:
 - a) Where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
 - b) Where the existing roof covering is slate, clay, cement or asbestos-cement tile.
 - c) Where the existing roof has two or more applications of any type of roof covering. **2018 IRC R908.3.1.1**
3. Existing vent flashings, metal edgings, drain outlets, collars and metal counterflashings shall not be reused where rusted, damaged or deteriorated. **2018 IRC R908.5**
4. The owner of the residential property is allowed to install the new roof without a roofing license. **Illinois Roofing Industry Licensing Act**
5. Ice Shield and Final Inspections are required. Inspections are limited to visual inspections performed at ground level
6. **The contractor shall share this information with the property owner**

I hereby certify that the work is authorized by the owner of record and that I have been authorized by the owner to submit the application as his/her agent.

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