



ROOFING PERMITS

Permit Requirements

(Residential & Commercial)

The following information must be filled-out on the Permit – All General Construction application in order to approve the permit.

- Date of Application
- Address of Structure Estimated Cost
- Copy of Contract and identify the type of roof (i.e. Gabel, Flat, Mansard)
- Property Owner's Name, Address and Phone Number
- General Contractor's Name, Address and Phone Number (Indicate "Homeowner" if a contractor is not being used)
- For 'Homeowner" acting as the contractor, a signed Homeowner as Contractor Affidavit must be completed
- Provide a valid e-mail address for notificaTions or communications
- Sign and Date Permit Application
- All permit applications submitted to the building department will require a tax bill and the Property Identification Number

FEE

The fee for a residential roofing permit is \$75.00. The fee for a non-residential roofing permit is \$20.00 per \$1,000.00 job valuation or a \$75.00 minimum. Payment is not required until the permit is approved and communication is sent by the Community Development Department. Payment is either via on-line payment, cash or check, make payable to: City of Countryside.

PERMIT ISSUANCE

Roofing permits may take approximately **THREE TO FIVE BUSINESS DAYS** to process for commercial/non-residential properties. The Community Development Department will notify the permit applicant by e-mail when the permit is ready. Permits can be picked up at the Countryside Municipal Complex or they can be paid for on-line and the permit card will be e-mailed to the applicant. **Permit cards must be displayed prior to any work starting.**

PERMIT EXPIRATION

The life of a permit is twelve (12) months from the date of issue. A permit may be extended past the twelve (12) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within the six (6) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

INSPECTIONS

All roofing permits require a final inspection. For flat roof and commercial properties, access to the roof must be provided. City inspectors do not access pitched commercial or residential roofs. Inspections are scheduled by going to the web and entering <https://bsaonline.com/?uid=2690> and then go to schedule an Inspection link, find the permit you wish to schedule an inspection for by typing in the permit number and following the prompts. If you do not have access to the site, call the building department at least one business day in advance at 708-354-1860.

CONTRACTORS

All contractors doing work in the City of Countryside must be registered with the City prior to starting work. Contractors with Limited License are restricted to roofing residential properties consisting of 8 units or less. Permits will not be issued unless all contractors noted on the permit meet that requirement. If at any time during the permit approval process or during construction after the permit is approved and issued, a decision is made to change any contractor listed on the application, a revised permit application form must be completed and submitted to the Community Development Department. Verification of the new contractor's license and bond status as current must be confirmed by the City before work on the project can resume.

PROPERTY OWNER

A permit is required for all remove/replace or major repair projects. The owner of the property where work is to be performed is responsible to insure the permit application is submitted and obtained **before** any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but it is still the responsibility of the property owner to insure a building permit is obtained and displayed.

ORDINANCE REQUIREMENTS

The City of Countryside follows the codes as outlined in the following:

1. International building code, 2015 edition, as published by the International Code Council,
2. International mechanical code, 2015 edition, as published by the International Code Council,
3. International property maintenance code, 2015 edition, as published by the International Code Council,
4. International residential code, 2021 edition, as published by the International Code Council,
5. International fire code, 2015 edition, as published by the International Code Council,
6. International energy conservation code, latest edition, as published by the International Code Council,
7. International existing building code, 2015 edition, as published by the International Code Council

Note: In these adopted codes, where there is reference to "building official", "code official", "building commissioner", "authority having jurisdiction", or "manager of building administration" the manager of building administration, as appointed by the city council shall be the named party.

Specific code requirements are as follows:

Re-roofing is not allowed if existing roof has 2 existing roof layers already.

Reference: **IBC 1511.3.1.1. #3 & R908.3.1.1. #3**

Ice barrier required consisting of min. 2 layers of underlayment cemented together or a self-adhering polymer modified bitumen sheet and shall extend from leading lower edge of roof to within 24" inside the exterior wall finished surface.

Reference: **IBC 1507.2.8.2. & R905.1.2**

Drip edge flashing is required on all eave and rake edges of shingled roofs. Drip edges shall extend min. ¼" below roof sheathing and min. 2" up roof decking secured at max. 12" o.c. . Underlayment shall be installed over the drip edge along eaves and under the drip edge along rake edges.

Reference: **IBC 1507.2.9.3. & IRC R905.2.8.5.**

If you have any questions, please contact the Community Development Department at (708) 354-1860