



WHAT YOU NEED TO APPLY

- A copy of the signed **contract** describing the cost of the project and scope of work including location, materials and hardware.
- A photo ID of the person applying for the permit.
- Permit fee** (see chart below)

Estimated Cost of the Project	Permit Fee
Less than \$500.00	\$40.00
\$500.00 but less than \$1,000.00	45.00
\$1,000.00 but less than \$2,500.00	50.00
\$2,500.00 but less than \$5,000.00	60.00
\$5,000.00 but less than \$10,000.00	90.00
\$10,000.00 or more	\$12.00 per thousand

ADDITIONAL INFORMATION

- No work can begin until a building permit has been issued.**
- If a **contractor** is performing the work, they **must be registered with the Village of Bartlett** as a licensed contractor and provide a copy of their State Roofing License, along with their insurance and bond.
- An **ice/water shield inspection** is required.
- A **final inspection** is required upon completion of work to close out the permit.
- All required inspections may be requested through the Village portal or by contacting the Building Division at 630-540-5920 at least 48 hours in advance.**



REQUIREMENTS

- Complete tear-offs** are required when any of the following are true:
 - The existing roof or covering is water soaked or is not an acceptable base for additional roofing.
 - The existing roof is wood shake, slate, clay, cement or asbestos-cement tile and/or steel.
 - The existing roof has 2 or more applications of roof covering
- Existing roof ventilation cannot be reduced (includes eaves, gables, and roof vents).
- If a 9 sq. ft. or larger section of a roof is to be replaced on a single or multi-family building, that entire side of the roof shall be replaced.
- Constructions standards:

Shingles	Minimum 25-year warranty
Fasteners	Galvanized/stainless steel, aluminum or cooper roofing nail, minimum 12-gauge shank 3/8 diameter head, long enough to penetrate a minimum of 3/4" into sheathing
Flues	All flues that extend beyond the roofline shall be the material of the exterior of the building or with a decorative flue housing
Valley Linings	Must be installed in accordance with manufacturer specifications
Ice/Water Shields	<i>Required for new roofs and complete tear-offs.</i> 2 layers of underlayment cemented together or a self-adhering polymer modified bitumen sheet shall be used and extended from the eave's edge to a point at least 24" inside the exterior wall of the building
Deflectors	Required where soffits or eave vents are installed
Splash Blocks	Required for attached and detached single-family buildings
Downspouts	Cannot discharge onto neighboring properties

- Ventilation ratios:

Standard	1 sq. ft. per 150 sq. ft. of attic floor area
Reduced*	1 sq. ft. per 300 sq. ft. of attic floor area (*when 50-80% of the vents are located at or near the upper portion of the attic)