

ROOFING REQUIREMENTS

IF A DUMPSTER IS REQUIRED FOR THE PROJECT, IT WILL NEED TO BE ON PRIVATE PROPERTY AND REMOVED PROMPTLY AFTER THE PROJECT HAS BEEN COMPLETED.

GENERAL

All roofs shall comply with Ordinance 2007-45 and the International set of Codes.

CONTRACTOR LICENSE REQUIRED

It shall be unlawful to engage in business in the Village of Bartlett as a building contractor without first having obtained a building contractor license. A current state roofers license is required.

A homeowner is not required to be licensed as a subcontractor or a general contractor to construct, demolish, rehabilitate, alter or repair his or her own roof.

LICENSED CONTRACTOR

Names of licensed subcontractors and general contractors are on file in the Building Department and Village Clerk's Office.

FLUES

All mechanical flues that extend above the roofline shall be covered with decorative flue housing or of the same material used on the exterior sides of the house. BBC 9-11-2.

ROOFING CONSTRUCTION GUIDELINES

1. New roof coverings shall not be installed without first removing existing roof coverings when any of the following conditions occur:
 - A) When the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not acceptable as a base for additional roofing.
 - B) When the existing roof covering is wood shake, slate, clay, and cement or asbestos-cement tile.
 - C) Where the existing roof has two or more applications of any type of roof covering.
2. When re-roofing you cannot reduce any existing roof ventilation. (This would include, eaves, gables and existing roof vents.)

- A) The minimum roof ventilation shall not be less than 1 to 150 of the area of space ventilated and may be reduced to 1 to 300, provided that at least 50 percent and not more than 80 percent of the required ventilating area is provided by ventilators located in the upper space of the roof above the eave or cornice vents with a balance of ventilation between the two shall be required.
- B) In all cases where soffits or eave vents are installed, approved deflectors shall be used to ensure that insulation does not cover or reduce the effectiveness of the soffit vents.
- 3) For new roofs and complete tear-offs **ice/water shield** is required. An ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extended from the eave's edge to a point at least 24 inches inside the exterior wall line of the building.
- 4) Valley linings shall be installed in accordance with the manufacturer's installation instructions before applying shingles. (R905.2.8.2)
- 5) All **roof shingles** shall have a minimum twenty-five year warranty. (BBC 9-8-17D)
- 6) Roof fasteners: Fasteners shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12 gage shank with a minimum 3/8 diameter head, of a length to penetrate through the roofing materials and a minimum of 3/4 inch into the roof sheathing. Where the roof sheathing is less than 3/4 inch thick, the fasteners shall penetrate through the sheathing. Fasteners shall be installed in accordance with the manufacturer's installation requirements.
- 7) Protect exposed edges of sheathing along the eaves and the rake of the roof with moldings or sheet metal flashing. Flashing along eaves may be integral with gutters.
- 8) Gutters: Exterior gutters and downspouts discharging onto splash blocks are required on attached and detached single-family buildings. In addition, gutters would be required on all accessory structures within five feet of adjoining lot lines. Gutter downspout locations cannot cause a nuisance to adjoining lots.

BUILDING PERMIT REQUIRED

No building or structure shall be erected, constructed, built, repaired, altered, or moved, nor shall any repair or maintenance work be done which effects the structural, fire protection, or health protection qualities of a building without first having obtained a building permit.

Building permits expire one year from the date on the permit. However, if work has not started within six months, the building permit is void.

BUILDING PERMIT APPLICATION

To apply for the building permit, the following items shall be submitted to the Building Department:

- 1) Complete permit application
- 2) Provide a copy of your signed contract or scope of the proposed work. Contracts or written scopes will need to adhere to the above roofing construction guidelines.
- 3) The permit fee is based on the estimated cost of construction. Refer to BBC 9-3-5.
- 4) Tax index number

INSPECTIONS REQUIRED

Only a final inspection is required. The building inspector shall inspect all buildings and structures that are being erected, constructed, built, enlarged, repaired, altered, replaced, or moved. Inspections shall be requested in writing or by telephone to the Building Department at least twenty-four (24) hours in advance. Inspections for the following day must be requested prior to 3:30 p.m.

Permit Fees

Estimated Value of Proposed Work

Less than \$500	\$35.00
\$500 but less than \$1,000	\$40.00
\$1,000 but less than \$2,500	\$45.00
\$2,500 but less than \$5,000	\$50.00
\$5,000 but less than \$10,000	\$75.00
More than \$10,000	\$12.00 per thousand

Basement Buildout: In addition to the permit fee based on the estimated value of the proposed work, there will be a \$40 fee for electrical work and \$40 for any plumbing work.

Room Addition/Screen Room/Three Season Room: In addition to the permit fee based on the estimated value of the proposed work, there will be a \$100 plan review fee.

Electrical: A forty dollar (\$40.00) fee shall be charged for a building permit for electrical installations not done in connection with other work.

Plumbing: A forty dollar (\$40.00) fee shall be charged for a building permit for any actual installation, repair, maintenance, alteration or extension of a plumbing system by any person, including all piping, fixtures, appurtenances and appliances for a supply of water for all purposes, including without limitation lawn sprinkler systems. Plumbing includes all piping, from discharge of pumping units to and including pressure tanks in water supply systems, including all piping, fixtures, appurtenances, and appliances for a building drain and a sanitary drainage and related ventilation system of any building or buildings.

Demolition (Accessory Structure): A minimum of one hundred (\$100.00) fee shall be charged for a building permit to demolish a residential, office, commercial or industrial building.

Demolition (Primary Structure): A minimum of one thousand (\$1000.00) fee shall be charged for a building permit to demolish a residential, office, commercial or industrial building.

Swimming Pools:

- A. **In-ground pools:** The building permit to construct shall be based on the cost of construction using section 9-3-5, plus an electrical and plumbing (if applicable) fee.
- B. **Above-ground pools:** A seventy-five (\$75.00) fee plus electrical and plumbing (if applicable) fee shall be charged for a building permit to construct an above ground swimming pool.

Fences: A building permit fee for any fence over two feet (2') high shall be charged at the rate set forth in Section 9-3-5.

Construction Trailer: A one hundred and no/100 dollar (\$100.00) permit fee shall be charged for the placement of each construction trailer on a construction site for six (6) months or less. In addition, the applicant shall deposit with the Village Treasurer a five hundred and no/100 dollar (\$500.00) cash bond to guarantee performance of the applicant's duty to remove such construction trailer and restore the site upon expiration of the permit. Such deposit shall be refunded in full after applicant removes such construction trailer promptly upon expiration of such permit. If such construction trailer is not removed within thirty (30) days after permit expiration, the Village may, upon written notice to the permittee at the address specified in the application, cause such construction trailer to be removed, deduct the expense of removal and storage from such bond, and refund the balance, if any, to the permittee. In the event the cost of removal exceeds such bond, the applicant shall be responsible for any such excess costs.

Conditional Occupancy Permit Fee: A fee of one hundred (\$100.00) shall be charged in every instance where a conditional occupancy permit is requested.

Final Occupancy Permit Fee: A fee of one hundred (\$100.00) shall be charged in every instance where a final occupancy permit is requested.

Change in Ownership Permit/Occupancy Certificate: A fee of one hundred fifty (\$150.00) shall be charged in every instance where changing ownership/final occupancy is required for non-residential use.

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