



COMMERCIAL/INDUSTRIAL ROOF CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Roofing contractor shall provide a copy of the state roofing license.
- Provide a copy of the proposal.
- Provide a site plan clearly indicating the location of the areas of roof being installed or replaced
- If two (2) or more roof systems exist, the roof must be removed down to deck and R-30 (5.2" or 2 layers of 2.6") insulation shall be installed
- If a roof overlay is proposed, provide core samples of the existing roof system along with a detailed narrative of the existing roof construction
 - o Daily Infrared roof scan reports of existing insulation to be logged and submitted daily prior to final inspection. If the first layer is non-functional, the roof shall be removed down to the roof deck and the new roof system shall meet all Building and Energy Codes. The roofing installer shall take sole responsibility for the re-application of a new roof system over the existing system.
- There shall be not less than one multi- purpose portable fire extinguisher with a minimum 4A60BC on the roof being covered or repaired.
- Must comply with the following codes:
 - o 2024 International Building Code
 - o 2021 International Energy Conservation Code w/ Illinois and EGV Amendments

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- In Progress (Insulation)
- Final – Approval of final roof system for each area to be provided by the manufacturer with a roof warranty and be submitted prior to final inspection.