



# VILLAGE OF BANNOCKBURN ROOFING/DRIVEWAY PERMIT GUIDELINES

<b>Permit Applicant Information</b>	<b>CONTACT PERSON:</b>	
PROPERTY OWNER:	PHONE #	
INSTALLATION ADDRESS:	E-Mail Address:	

***Prerequisite to Roofing/Driveway Permit Application***

Any changes to material, color and size of proposed roof and driveways may require zoning or ARC approval prior to submission of a permit application. See ARC procedures for further information.

***Permit Application Review Process Timeline***

A building permit application review can take between 15-20 business days

***Required Roofing/Driveway Permit Documents – Incomplete applications will not be accepted.*** Please include this list with your application in order to expedite the process. Note: additional items may be requested during the process.

- **BUILDING PERMIT APPLICATION**
- **BUILDING PERMIT & APPLICATION FEE DEPOSIT:** \$575 for a Residential Permit and \$650 for a Commercial Permit. Payment by check or cash.
- **BUILDING PERMIT FEES:** The total amount of permit fees and balance due will be provided upon notification that the permit is ready for pick-up.
- **CONSTRUCTION SECURITY AGREEMENT**
- **CONSTRUCTION SECURITY DEPOSIT:** The amount of the construction security deposit will be included in the permit fee calculation. A construction security deposit is based upon estimated pass through professional service expenses. A detailed fee schedule will be provided upon notification that the permit is ready for pick-up.
- **ROOFING:** Adherence to all State of Illinois Roofing Industry Licensing Act
  - **PICTURES** of the current roof
  - **CURRENT MATERIAL & COLOR** \_\_\_\_\_
  - **PROPOSED MATERIAL & COLOR** \_\_\_\_\_
  - **CHECK BOX IF APPLICABLE:**
    - **TEAR OFF AND REROOF** or
    - **REROOF OVER EXISTING ROOF** (2 layers permitted by code)
  - **COPY OF ROOFING CONTRACT**
    - Identify areas of roof being replaced
    - Identify any flat area of the roof
  - **ROOFING LICENSE:** Copy of State of Illinois License

▪ **DRIVEWAYS:**

- **CONTACT JULIE** to provide utility marking
- **COPY OF CONTRACT:** Including type of paving and construction material proposed.
- **5 COPIES OF THE CURRENT PLAT OF SURVEY:**
  - Show the location of the existing driveway, the area proposed for replacement and the material proposed.
- **CHECK BOX IF APPLICABLE:**
  - Replace the existing driveway. No work proposed in the right of way.
  - Replace the existing driveway and approach. Work will be done in the right of way.
  - Replace the existing driveway with changes to size, shape or material. *May require PCZBA or Architecture Review Commission review.*

***Adherence to the Village of Bannockburn Ordinance & Building Codes:***

- International Building Code – 2018
- International Residential Code for One- and Two-Family Dwellings – 2018
- International Property Maintenance Code – 2018
- International Fuel Gas Code – 2018
- International Mechanical Code – 2018
- International Fire Code – 2018
- International Energy Conservation Code – 2018
- International Swimming Pool and Spa Code – 2018
- Illinois Plumbing Code 2014
- National Electrical Code – 2017
- Village Code – Bufferyards, Landscaping & Screening Requirements
- Village Building Code Amendments