

Des Plaines Community & Economic Development Department

Roofing Repairs and Permits in the City of Des Plaines: What You Need to Know

What's Required?

General repairs and minor maintenance to the roof do not require a permit.

What are "General" roof repairs?

- A repair of $\leq 25\%$ of the roof during a 12-month period (permit not required).
- Any work $\geq 25\%$ requires a permit.

Roofing Requirements for Permits

- Tab type shingles cannot be installed on roofs below 2:12 in pitch.
- Roll roofing cannot be installed on any roofs below 1:12 in pitch.
- #15 felt paper is required on all roofs. Two layers of #15 felt paper are required on all roofs below 4:12 in pitch.
- A self-adhesive ice and water shield shall be installed at all roof gutter edges, and extend at least 24" above the heated space. Ice and water shield shall be installed in all valleys of the roof. (See Figure 1).
- Ice and water shield is not required in unheated detached accessory buildings.
- Roof coverings (shingles) must be installed according to the manufacturer's installation instructions.

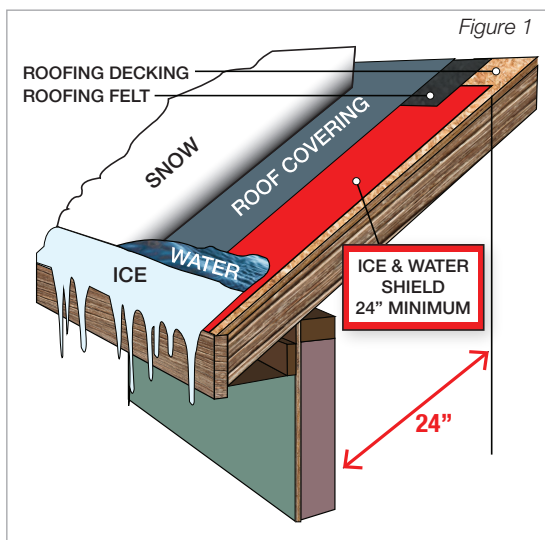
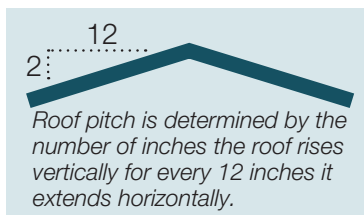


Figure 1: An Ice and Water Shield is a thin rubber membrane that provides additional water infiltration protection in areas that are prone to ice buildup.

Reroofing vs Roof Replacement

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:



1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.

- When the existing roof or roof covering is wet, it must be allowed to dry out completely so as not to trap moisture beneath the new layer of covering. This could cause a rapid deterioration of the new covering material as well as the existing sheathing. The existing covering is required to be removed if it cannot adequately dry out or if its physical properties have been permanently altered.



2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.

- Wood shake, slate, clay, cement or asbestos-cement tile types of existing roof coverings historically do not make an adequate base for new roof coverings and could prevent the new covering from making a weather-tight seal. They could also allow penetration of water, snow, etc. These types of existing coverings must always be removed.



3. Where the existing roof has two or more applications, of any type, of roof covering material.

- When the existing roof has two or more layers of any type of covering system, such layers need to be removed to provide a weather-resistant envelope and to safeguard the structural support of the roof.

Venting Attic Spaces

- Venting Attic Spaces – For every 150 square feet of attic space you need one square foot of attic ventilation.
- If you use roof vents and soffit vents, you need one square foot of ventilation for every 300 square feet of attic space.

The Permit Process – Step by Step

1. Complete the Roofing Permit Application which can be found at desplaines.org/buildingpermits. You must sign the application.
2. Submit your request for a roofing permit to the City.
 - **In-Person Option:** Come to City Hall, 1420 Miner Street, 3rd Floor. Bring your completed application, along with a copy of your identification. The City will process the request while you wait. Upon issuing the permit, you will need to pay the appropriate fee.
 - **Email Option:** Email the completed application in a PDF file format to permits@desplaines.org. Include the property address and “ROOF PERMIT” in subject field. The City will respond to email requests within one or two business days and indicate the appropriate fee to be paid before issuing the permit.
3. Once the payment has been processed, your approved permit and any supporting documents will be provided to you either in person or via email.
4. After the work is complete, **call for final inspection at 847-391-5382**. If you give the City permission to enter the rear yard and there are no dogs in the yard, you do not have to be home for the inspection.

Fee Information

Visit desplaines.org/buildingpermits and click on “Plan Review and Permit Fees.” The fee for a residential roofing permit is \$50.

Payment Information

Fees can be paid in person, or by credit card over the phone. Call the Building Department at 847-391-5380 or mail a check (payable to City of Des Plaines).

Please reference the address of the project on the check and mail to the following address:

City of Des Plaines
1420 Miner Street
Des Plaines, IL 60016
Attn: Building Department

Tips for Working with Contractors

- Do I have to hire a contractor? No. You may obtain the permit as a homeowner and have friends and family help you with the project.
- Before hiring a contractor, try to get at least three quotes for the work and ask for proof of insurance.
- Only hire a contractor who is licensed to do the work. The State of Illinois Licensed Roofing Contractor must be listed on the application before the permit can be issued.
- You should have the contractor obtain the permit. Before the contractor starts the work, you should ask to see a copy of the permit.
- Make sure you call for and receive an approved final inspection before making the final payment to the contractor.

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Questions? Contact Us

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