



**VILLAGE OF ARLINGTON HEIGHTS**  
DEPARTMENT OF BUILDING & HEALTH SERVICES  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
Fax (847) 368-5975  
Website: www.vah.com

## **ROOF – MULTI-FAMILY**

### **PERMIT SUBMITTAL REQUIREMENTS** **ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

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- [APPLICATION FOR BUILDING PERMIT](#)
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors must be licensed in the Village of Arlington Heights prior to release of permit. Roofing contractor must also provide a copy of their state roofing license.)
- 2 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
  - CONTRACTOR'S PROPOSAL**  
  
(225 ILCS 335/5) (from Ch. 111, par. 7505)  
(a) Each State licensed roofing contractor shall affix the roofing contractor license number and the licensee's name, as it appears on the license, to all of his or her contracts and bids. In addition, the official issuing building permits shall affix the roofing contractor license number to each application for a building permit and on each building permit issued and recorded.
  - [SIGNED RE-ROOF COMMERCIAL MULTI-FAMILY DWELLING ACKNOWLEDGEMENT FORM](#) (If asphalt shingle re-roof)
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL**

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR  
REVIEW AND APPROVAL**

## **PERMIT SUBMITTAL INFORMATION**

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- ★ Permit applicant must provide copy of government issued identification with every permit submittal.

(225 ILCS 335/5) (from Ch. 111, par. 7505)

(a-10) A building permit applicant must present a government-issued identification along with the building permit application. Except for the name of the individual, all other personal information contained in the government-issued identification shall be exempt from disclosure under subsection (c) of Section 7 of the Freedom of Information Act. The official issuing the building permit shall maintain the name and identification number, as it appears on the government-issued identification, in the building permit application file.

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ Allow 10 working days for review time.

## **PLAN REVIEW/INSTALLATION REQUIREMENTS**

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- [ROOFING FIRE SAFETY HANDOUT](#)

## **PERMIT REVISION INFORMATION**

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- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.