



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
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ROOF – SINGLE FAMILY

PERMIT SUBMITTAL REQUIREMENTS

ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- [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.)
- [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
- 2 COPIES OF CONTRACTOR'S PROPOSAL (The roofing contractor's heading and state roofing license number must be on the 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 SINGLE FAMILY DWELLING ACKNOWLEDGEMENT FORM](#) (If asphalt shingle re-roof)

PERMIT SUBMITTAL INFORMATION

- ★ Same day permit – \$11 per one thousand of the value of work
- ★ 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.

PLAN REVIEW/INSTALLATION REQUIREMENTS

- [ROOFING FIRE SAFETY HANDOUT](#)

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