



CITY OF HIGHLAND PARK
ROOF PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
 1150 Half Day Rd., Highland Park, IL 60035
 (P) 847.432.0808, (F) 847.926.8885
 (W) www.cityhpil.com, (E) building@cityhpil.com

Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

Required Documents (other information or documentation may be required based on the details of a property or proposal)	Document Attached
<ul style="list-style-type: none"> • Exterior Permit Application <ul style="list-style-type: none"> ○ Indicate material(s) ○ Signed by property owner ○ Signed by Applicant (if different than property owner) 	
<ul style="list-style-type: none"> • Detailed Scope of Work / Contractor Quote <ul style="list-style-type: none"> ○ Indicate if property is historical (if known) 	
<ul style="list-style-type: none"> • Roofing contractor’s license <ul style="list-style-type: none"> ○ Must include signature and license number 	
<ul style="list-style-type: none"> • Copy of insurance for hot roof installations (\$1M min., City of HP named as additional insured) 	
<ul style="list-style-type: none"> • Letter of Homeowner’s Association approval (if applicable) 	
<ul style="list-style-type: none"> • Proof of Ownership (if applicable) 	
<ul style="list-style-type: none"> • Tree preservation/removal permit (if applicable) <ul style="list-style-type: none"> ○ No heavy equipment or material storage under driplines of trees ○ Hand dig holes under driplines of trees ○ Call Forestry 847.926.1179 for further information or with questions 	
Other Items to Note (not inclusive and specific proposals may follow different or additional requirements)	
<ul style="list-style-type: none"> • Zoning / Historic / Floodplain Maps: www.cityhpil.com (Development > Property Search > Map Gallery) 	
<ul style="list-style-type: none"> • May not interfere with drainage of contiguous properties (from gutters, downspouts, scuppers, etc.) 	
<ul style="list-style-type: none"> • Residential installations must comply with 2018 IRC, Chapter 9 <ul style="list-style-type: none"> ○ Skylights: see also 2018 IRC R308.6 ○ Maximum 2 layers ○ Permits NOT required for repairs of 25% or less of total roof area 	
<ul style="list-style-type: none"> • Commercial installations must comply with 2018 IBC, Chapter 15 <ul style="list-style-type: none"> ○ Skylights: see also 2018 IBC 712.1.15, 1204.2, Chapter 24, 2610, 3307.1 ○ Wood shingles must be fire-rated 	
<ul style="list-style-type: none"> • Commercial and Multi-Family: Must be reviewed by the Plan and Design Commission 	
<ul style="list-style-type: none"> • A final inspection is NOT required for a licensed roofer, but IS required if homeowner is the General Contractor (GC) 	
<ul style="list-style-type: none"> • Letter of completion on roofer’s letterhead is required indicating installation per code & manufacturer’s specifications 	

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

***** ROOFING COMPLETION LETTER INSTRUCTIONS *****

In lieu of a final inspection, copy the form in the box below on to your company's letterhead and email it to building@cityhpil.com

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The subject line of the email should read:  
"Roofing Completion Letter for (Street Address), (Permit Number)"

***COPY AND PASTE THE BOX BELOW ON TO YOUR COMPANY LETTERHEAD***

Permit Number(s): \_\_\_\_\_

Installation Address(es): \_\_\_\_\_

Installation Date(s): \_\_\_\_\_

Roofing Material(s) Used: \_\_\_\_\_

Manufacturer of Materials: \_\_\_\_\_

IL Installer License Number: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

I/We, the above mentioned and below signed authorized agent of the licensed roof installer, certify that the roof associated with the address identified above as of the date noted was completed in accordance with the manufacturer's instructions, per the State of Illinois' requirements, and per the current City of Highland Park's adopted building codes and local amendments.

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_