



One Olde Half Day Road  
 Lincolnshire, IL 60069  
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**ROOFING PERMIT APPLICATION - RESIDENTIAL**  
 DEPARTMENT OF COMMUNITY DEVELOPMENT

This Application is to be used for residential roofing projects only.  
 Please use the Building Permit Application for all non-residential roofing projects.

OFFICE USE ONLY		
Application #:	Permit #:	M C I F

**PROJECT INFORMATION**

Property Address: \_\_\_\_\_ Lot/Suite #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Homeowner/Tenant Name: \_\_\_\_\_

- Tear Off                                       H.O.A. Approval Attached (if applicable)  
 Second Layer

**Total Construction Cost:** \$ \_\_\_\_\_

**CONTACT INFORMATION**

**ROOFING CONTRACTOR INFORMATION:**

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 License/Registration#: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Roofing contractors are required by State Law to affix their license number to all contracts and bids.  
 The roofer's license number must also be affixed to all business vehicles.**

*The Department of Community Development must be notified at least 24 hours in advance of each inspection at (847) 883-8600 between 8:30 a.m. and 4:30 p.m. Overweight permits must be obtained at the Police Department. Dumpsters must be placed on private property.*

**APPLICANT SUBMITTAL STATEMENT**

I, \_\_\_\_\_, certify that to the best of my knowledge the information contained in this Application, attached plans and specifications, and other attached documentation is true. I further recognize that as the Permit Applicant, all fees and requirements associated with the review and future approval of the work described herein are my responsibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_