



Community Development Department  
505 Telser Road  
Lake Zurich, IL 60047  
P: (847) 540-1696  
www.LakeZurich.org  
Permits@LakeZurich.org

## Roof/Siding Permit Application

Date of Application: \_\_\_\_\_

### Project Information

Property Address: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Business Name: \_\_\_\_\_

Owner's Name/Address: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

(If different from above)

Owner's E-mail: \_\_\_\_\_

Value of proposed construction/improvements: \$ \_\_\_\_\_

### Description of Work:

### Contractor Information:

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Other Contractor: \_\_\_\_\_ Type: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

### Roof Construction Specifications and Requirements:

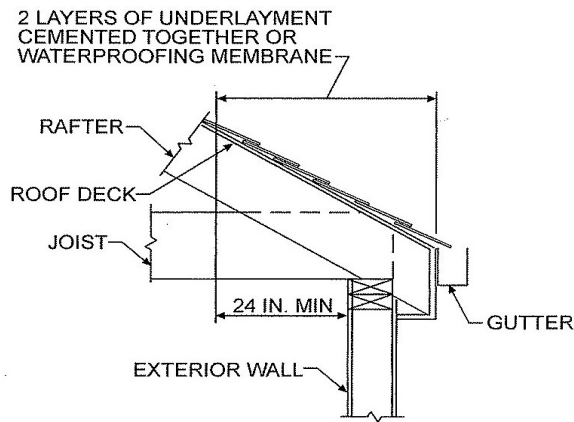
#### •Residential and Commercial Roofs

- ☐ Structural roof components shall be capable of supporting new roofing being installed.
- ☐ Roofing shall not be installed on deteriorated sheathing, decking or existing roofing.
- ☐ Roofing shall not be installed over wood shake, slate, clay cement, or asbestos-cement tile.
- ☐ Roofing shall not be installed when the roof has two or more applications of any type of roof covering.
- ☐ Roofing shall be removed to sheathing prior to installation of new roofing. Install roofing per 2012 International Building Code and the Manufactures installation instructions.
- ☐ Existing vents, flashing, drip edge, drain outlets, etc. shall be replaced if rusted, damaged, deteriorated or installed in locations not in compliance with the building code.
- ☐ Where the exterior of wall or floor cavity are exposed, insulation requirements shall meet 2021 IECC, section C503.
- ☐ Provide attic ventilation in compliance with 2018 International Building Code and 2021 IECC.
- ☐ A Drip Edge shall be provided at eaves and gables of shngle roofs.
- ☐ Ice and water shield or equivalent is required at all roof edges and valleys.

#### •In Addition, Commercial Roofs Must:

- ☐ Submit roofing system classification, membrane specifications and installation instructions
- ☐ Rooftop screening may be required at the time of a roof replacement. The screening requirement shall be determined by the Lake Zurich Zoning Department. Submit details of the rooftop screening with a detail of the attachment. The permit will not be issued without the submittal of the required screening information.

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### Protective Ice Barrier

\*From leading edge of the roof to a point at least 24" past the interior surface of the exterior wall measured horizontally.

### Fees:

- Residential Roof:** • \$58.00 Permit Fee
- Residential Siding:** • \$89.00 Permit Fee  
Deposit \$300.00
- Commercial Roof:** • \$74.00 Plan Review Fee  
• \$199.00 Permit Fee  
• \$1000.00 Deposit

### Inspection Schedule:

Inspections are scheduled for A.M. or P.M. Monday through Friday with 48 hours advance notice.

Same day re-inspections are not available.

- Residential Roof:** • Not Required. However, applicant may request an inspection.
- Residential Siding:** • Final Inspection
- Commercial Roof:** • Tear off inspection  
• Roofing insulation inspection  
• Final Inspection

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. *The Village of Lake Zurich reserves the right to inspect any improvement performed.*

Printed Applicant Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Owner or Contractor (Circle One)

Property Owner Signature: \_\_\_\_\_

Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Director of Building and Zoning Signature: \_\_\_\_\_

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



*At the Heart of Community*

# Siding

Project Address: \_\_\_\_\_

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### **\*Outside water meters MUST be removed by Public Works**

The meter transmitter unit (MXU) is a 4 ½” wide X 5 ½” tall X 3” deep plastic box with the word “SENSUS” on the face (see photo) that is mounted on the exterior of the home.

The MXU is hard-wired to the water meter located inside the home. Prior to the removal/replacement of the exterior siding, it is necessary to have the MXU removed by Public Works. Access to the meter wiring will need to be maintained and after the siding is replaced, Public Works will reinstall the MXU in the same location. Please follow the steps below;



-After the permit is approved for siding, contact Water Billing (847-438-5141) or Public Works (847-540-1696) to schedule the removal of the MXU. If request is made (Monday – Friday) by 1:00 pm, removal can be scheduled for the following weekday (no weekends).

-After the MXU is removed, please maintain access to the meter wiring.

-Upon completion, please schedule the re-installation of the MXU.

There is no fee for this service unless the MXU is removed (by anyone other than Public Works) or damaged and or access to the meter wiring is not maintained. The replacement fee for the MXU is \$200.00 and rewiring is \$100.00.

## Costs

\$89.00 Permit Fee

\$300.00 Equipment Deposit --refunded in accordance with Municipal Code Title 8, Chapters 2-6, Sections A-E. Allow 4-6 weeks for refund after final inspection has taken place.

## Materials

Indicate if siding will match remainder of structure with color and specific material

## What to Submit

\*Completed application.

\*Copy of signed contract..

## Inspections

Final

## Note:

\*If an inspector needs to return more than once for the same phase of any required inspection, a \$100.00 re-inspection fee will be required to be paid before the re-inspection takes place.

\*If final inspection is not approved prior to expiration date on permit, the building deposit is forfeited to the Village.

**\*\*This Handout must be present at time of inspection.**