

Roof and Siding Permit Application



Village of Glen Carbon
Department of Building & Zoning
151 N. Main Street
Glen Carbon, IL 62034
(618) 288-1200

NOTICE

Submit completed applications to:	Submit inspection requests to:
permits@glen-carbon.il.us	inspections@glen-carbon.il.us

PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof that your permit was received. The application must be filled out completely and all required documentation submitted. The review process begins once all the required information has been submitted.

YOU WILL BE NOTIFIED WHEN YOUR PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT. Making multiple attempts with staff to determine the status of the permit will cause delays.

INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof your inspection request was received. You will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff.

Village Website	www.glen-carbon.il.us
Village Ordinances	https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview



Village of Glen Carbon Siding & Roof Permit Application

Roofing License must be submitted with this application.

A copy of the Driver's License of the person who picks up permit is required.

Address of Property : _____ Year Structure Built _____

Siding Information (circle one): Vinyl Wood Aluminum Other

Roof Information: Roof Sheating (type): _____ Sheating Paper (type): _____

Roof Value of Improvement: _____ Siding Value of Improvement: _____

Owner:

Name: _____

Address: _____

Telephone: _____

Email: _____

Contractor:

Name: _____

Address: _____

Telephone: _____

Email: _____

Roofer Information (if different than Contractor):

Name: _____

Address: _____

Telephone: _____

Email: _____

Roofing No.: _____

The owner of this structure and the undersigned agree to conform to all applicable laws of this jurisdiction and agree not to allow person or persons to use or occupy the above structure before a final inspection has been made and approved and a Certificate of Use and Occupancy has been issued for said structure. **"It is the applicant's responsibility to comply with any subdivision covenants and restrictions which may also apply to your proposed construction."**

Any home built prior to 1990 will require an inspection after the old siding is removed and before the new siding is installed.

Signature of Owner or Legal Representative

Date

STATE OF ILLINOIS ROOFING LICENSING

Since its inception, CRCA has worked continually with Illinois Legislators to create laws that protect consumers, workers and the firms that employ these to install roofing and waterproofing as well as the supplier of the materials and services needed.

In 1985, CRCA's leaders worked to draft, lobby and help pass the legislation now known as the Illinois Roofing Industry Licensing Act. This important statute created the license definitions and structure for roofing and waterproofing work in Illinois with the goal of protecting consumers from unscrupulous contractors as well as to provide structure to municipal and state officials for enforcement and punishment.

Below, please find some frequently asked questions regarding the Illinois Roofing Industry Licensing Act. For more information, please visit: www.idfpr.com and follow the links to Division of Professional Regulation.

When is an Illinois Roofing License required?

Illinois law requires all roofing and waterproofing work to be performed by state licensed roofing contractors. An exception is if a property owner is performing roofing on their own personal property. If an employee-employer relationship exists, the employee is able to perform roofing on the employer's residential property and only roof repair to the employer's commercial or industrial property. Roof replacement and Recover, including torching requires a state licensed roofing contractor. Illinois law requires that a building permit applicant is required to list the actual entity that will be performing the work on the roofing portion of the project. Falsifying this information could be considered identity theft, punishable as a Class 4 felony.

What are the two types of roofing licenses?

- *"Limited" Roofing license are for those contractors whose roofing business is limited to residential roofing, consisting of 8 units or less.*
- *"Unlimited" Roofing License means a license made available to contractors whose roofing business is unlimited in nature and includes roofing on residential, commercial, institutional and industrial properties.*

What are the responsibilities of code enforcement officials as they relate to roofing contractors?

Illinois law requires any official authorized to issue building permits to ascertain that the applicant contractor is duly licensed, by the state of Illinois before issuing the permit.

How do I verify a license number?

Verification can be done through the Illinois Division of Professional Regulation <http://www.idfpr.com/DPR> or call (217) 785-0800

What information must the contractor provide when applying for a building permit?

In addition to any local requirements, an Illinois roofing contractor's license number and licensee's name, as it appears on the license, should be on both the building permit application and building permit. An applicant's government issued photo ID (i.e. driver's license, state id, etc) is also required.

What information is required on all roofing and waterproofing contracts, bids and advertisements?

- *Land based phone number and street address other than a PO Box are required on all contracts.*
- *All bids, contracts, and advertisements (including commercial vehicles used for the roofing contractors business) must include the Illinois roofing contractor's license number and licensee's name, as it appears on the license.*

STATE OF ILLINOIS ROOFING LICENSING

Are Subcontractors allowed?

Roofing work can only be subcontracted to an Illinois Licensed Roofing Contractor, whose license information must appear on the roofing portion of the building permit application.

Can a Licensed Roofing Contractor, who will not be performing work on the project, allow his/her license to be used by unlicensed roofing contractor?

No, this would be a violation of the Illinois Industry Licensing Act and the licensed contractor could be subject to fines up to \$10,000 and revocation of their license.

Can an out of state roofing contractor perform work in Illinois?

Yes, but only if an out of state contractor first obtains an Illinois roofing license.

What is the consequence of fraudulently obtaining a building permit?

If a building permit applicant knowingly, in the course of applying for a building permit, provides the roofing license number of a roofing contractor whom he or she does not intend to have perform the work on the roofing portion of the project, he/she is committing identity theft under the Illinois Criminal Code and could be punishable as a Class 4 Felony.

What if roofing contractor is changed mid-project?

The building permit applicant should promptly notify the local building department of the roofing contractor for the project changes.

Can a roofing contractor advertise or promise to pay/rebate any portion of an insurance deductible as an inducement to homeowners?

No, effective 1/1/2012, the Home Repair and Remodeling Act (IL HB 3034) prohibits a contractor from representing or offering to represent on behalf of the homeowner on any insurance claim in connection with the performance of such roofing work or interior home repair.

How are Roofing Contractors classified in terms of Insurance (Unemployment, Public Liability and Property Damage)?

No work involving the construction, reconstruction, alternation, maintenance or repair of any kind of roofing or waterproofing may be done except by an Illinois Licensed Contractor. To obtain such a license, the contractor must submit satisfactory evidence that public liability and property damage insurance in the required amounts, and that he/she has obtained Workers' Compensation insurance for roofing covering his/her employees or is approved as a self-insurer of Workers' Compensation in accordance with Illinois law. The municipal permit application should require the Unemployment Insurance (IU) of the contractor and a respective Certificate of Insurance referencing the 5551 Roofing Specific Insurance Classification.

How to determine if licensed or to report a complaint on a roofing contractor?

Visit www.idfpr.com and follow the license lookup link. Cases of identity theft should be reported to local law enforcement. All other complaints should be filed on the Department of Professional Regulation website <http://www.idfpr.com/DPR>. Please contact the CRCA office for more information at info@CRCA.org or 708-449-3340.