



COMMUNITY DEVELOPMENT DEPARTMENT

200 E Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9042
www.palatine.il.us

2026 SINGLE FAMILY RE-ROOF HANDOUT



Express permits are exclusively available online at our
Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

CSS SUBMITTAL REQUIREMENTS

- Upload a copy of signed contract with state roofing license number or homeowner written scope of work (If owner performing work)
- If roof replacement is based on insurance estimate, upload a copy of the estimate.
- If adding or replacing attic fan or skylights-upload manufacturer specification sheet and all associated electrical work
- Property owner letter (if using sub-contractor)-see below
- The permit fee is \$103.00. The permit is good for 90 days from date of issuance.
- All contractors must be registered and bonded with the Village. State of Illinois roofing license required
- All contracts, registration and bonds must match. DBA's must be listed on State of Illinois Roofing License.
- This permit may require up to a 5-day plan review.

PROPERTY OWNER LETTER REQUIREMENTS

A letter signed by the property owner is required for all work that is being performed by a subcontractor. This letter shall be on the general contractor's letterhead and indicate the company name, address, phone number and state license number of the subcontractor actually performing the work.

INSPECTIONS

- Contractor to be on site for active re-roof and insulation inspections. Permit card must be visible.
- Schedule inspection(s) through your CSS account

The following inspections are required:

- Active re-roof inspection (this inspection is only required when roof sheathing in excess of one full 4'x8' sheet is being replaced or repaired)
- Insulation inspection (only when insulation is added)
- Final inspection - when work is completed

ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the Village of Palatine's Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association for any construction proposed under this building permit. The Village does not require HOA approval prior to issuing a permit.





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General Re Roof/Attic Ventilation Construction Requirements

- Re-roofing shall be done in conformance with section R908 of the 2021 International Residential Code.
- No more than two layers of existing roofing are permitted to remain.
- Asphalt shingles shall be applied only to solidly sheathed roofs. Asphalt shingles shall be applied according to the manufacturer's printed instructions and section R905.2 of the 2021 International Residential Code.
- Asphalt shingles are not permitted on roofs with slopes of less than 2 in 12 inches.
- Roof slopes from 2:12 to 4:12 slopes shall have double underlayment applied in accordance with table R905.1.1(2) of the 2021 International Residential Code.
- Ice protection. An ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches inside the exterior wall line of the building.
- All rain water from the roof shall be collected by gutters or drainpipes which discharge into downspouts onto a hard surface sloping away from the structure.
- Replace any deteriorated roof sheathing, rafters, trim, or fascia with new material. Replacement of structural members requires a full building permit.
- **Although not required during a re-roofing, it is highly recommended that any improper attic ventilation issues be corrected at this time. If any existing attic ventilation is to be modified or new attic ventilation devices/systems are to be installed as part of the re-roofing they must conform to section R806 of the 2021 International Residential Code and the following. At no time shall the existing attic ventilation be decreased.**
- For a balanced system, ridge and soffit vent manufacturers require that intake ventilation should match or exceed exhaust ventilation.
- In cases where a balanced system cannot be achieved, always provide more than 50% of the total required ventilation at the eaves and the remainder at the upper portion of the roof.
- Where eave or cornice vents are installed, insulation shall not block the free flow of air, a minimum 1-inch space shall be provided between the insulation and roof sheathing at the location of the vent.
- All existing edge, base and/or counter flashing that is damaged, deteriorated, in disrepair and/or installed improperly shall be replaced with new as required by the International Residential Code. A drip edge shall be provided at eave & rake edges per R905.2.8.5
- All counter flashing at masonry chimneys and masonry walls that intersect with the roof shall be cut into the masonry joint using the stepped flashing method or a straight saw cut 1" deep and located parallel to the roof line.