

REROOFS / SIDING OR GUTTERS/DOWNSPOUTS

Village of Sugar Grove

APPLICATION REQUIREMENTS

- A completed short form building permit application
- A copy of the proposal or contract signed by the owner with all basic terms to be included in a contract as listed on the Illinois Attorney General's Home Repair, Know Your Consumer Rights brochure.

REQUIRED CONTRACTOR INFORMATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Division at 630-391-7220 or from www.sugargrovel.gov

A CURRENT STATE OF ILLINOIS ROOFING LICENSE IS REQUIRED FOR THE CONTRACTOR DOING THE WORK.

REQUIRED INSPECTIONS

- House wrap (for residing)
- Final Inspection (for Siding, Re-roofs and Gutters/Downspouts)

Please call 630-391-7220 to schedule an inspection by 3:30 the day before you want the inspection.

MUST SCHEDULE THE INSPECTION THE DAY BEFORE YOU WANT IT.

PERMIT FEE

- Permit fees for roofing, re-roofing, siding or gutters/downspouts are \$90.00 each and are to be paid when you pick up the permit which can usually be issued **immediately** over the counter.
- **NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, MAY INCUR A PENALTY FEE.**

MISCELLANEOUS INFORMATION

- Current building code requires ice and water shield to be installed and proper roof ventilation.
- Dumpsters must be placed on private property. They are not allowed in the right-of-way (sidewalk) or in the streets.
- If you reside in an area with an Owner's Association, check with them to ensure compliance with their regulations.

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____ _____						
Property Information						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name 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. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.