

REROOFS / SIDING

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 630-391-7221 or from www.sugargroveil.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 and Re-roofs)

Please call 630-391-7221 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 and siding are \$65.00 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	State	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 Authorization Form) Address (if different) Phone No.

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