

# RE-ROOF, RE-SIDING, EXTERIOR REMODEL OR GUTTERS/DOWNSPOUTS INFORMATION

## PERMIT REQUIRED

A building permit is required from any person desiring to replace a roof, siding or gutters or performing an exterior remodel.

The following conditions and requirements apply:

- If the property is located in an area having a Homeowner's Association, the property owner is obligated to check with the Homeowner's Association to ensure compliance with their regulations.
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Re-roof, re-siding, exterior remodeling or gutter/downspout permits are authorized on a case-by-case basis.

## APPLICATION CHECKLIST

Applications for re-roofing, re-siding, exterior remodeling or gutter/downspout permits shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work;
- valid contractor registration with the Village of Sugar Grove; and
- a copy of the contract with the property owner's signature

## CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website [www.sugargroveil.gov](http://www.sugargroveil.gov)

## INSPECTIONS REQUIRED

Inspections may include: house wrap, rough and final depending on the scope of construction. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

## PLAN REVIEW

Permits can usually be issued immediately over the counter. Applications may be submitted via email and notification will be sent when the permit is ready to be issued.

- **Roofing, re-roofing or gutter/downspout** **\$ 95.00**
- **Siding, re-siding or exterior remodel** **\$125.00**

*Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.*

The permit fee is paid when the permit is picked-up after the application has been approved.

**NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.**

**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: _____	<b>Permit Type</b>					
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"/>
<b>Start Date</b> _____	<b>End Date</b> _____					
Description of Work: _____ _____						
<b>Property Information</b>						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
<b>Contractor Information</b>						
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.

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

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