

City of Evanston – Building and Inspection Services Division

ROOFING CHECKLIST

Submittal Documents:

- Building Permit Application
 - Express Permit using the Citizens Portal
- Copy of Signed Contract

Contractor:

- City of Evanston Contractor Registration required
 - Contractor must provide State of Illinois Roofing Contractor License

Fees:

- Based on construction valuation (see permit fee schedule below)
- \$45 inspection fee; multiple inspections; re-inspections; missed inspections or failure to cancel an inspection within 24 hours shall be assessed a \$45 fee for each additional inspection

Applicable Codes:

- International Residential Code – 2021
- International Building Code – 2021
- International Fire Code – 2021
 - Please obtain a copy of Evanston Fire Department Hot Work Requirements, if hot work is being performed
- Illinois Energy Conservation Code – 2018

Applicable Sections (not inclusive):

- New roof covering shall not be installed where the existing roof has two or more applications of any type of roof covering; is water-soaked or deteriorated to a point where existing roof cover is not an adequate base for a new covering or where the existing roof is wood shake, slate, clay, cement or asbestos-cement cement tile
- All roof coverings shall be installed per manufacturer's installation specifications
- Self-adhering roof underlayment (ice and water shield) must extend from the eave's edge to a point at least 24" inside the exterior wall line of the building
- Roof flashing shall be installed in such a manner to prevent moisture from entering the roof openings. Caulk is not an approved substitute for flashing
- Exterior grade plywood shall be installed prior to ice barrier, underlayment and asphalt shingle installation where spaced boards are existing
- If existing sheathing is removed and roof cavities are exposed, 2018 IECC requirements apply

Inspections Required:

- Roof Inspection – **Pictures are required in lieu of a site inspection**
- Please photo document the elements listed below. After completion of the project, call 311 (847 448-4311 if outside Evanston) and provide permit and contact information. An inspector will be assigned and you will email the photos to the inspector on the day of the scheduled inspection. Once pictures are received, the inspection report will be created and sent to the requester.
- Photo document any roof sheathing replacement, ice and water shield installation at eaves/valleys, felt paper installation, roof vents, drip edge and flashing installation, insulation installation (if applicable) and the completed roof.

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Procurement of a building permit verifies the correctness and accuracy of the application and all submitted information and agrees to perform the construction in strict compliance with the provisions listed above and the city of Evanston code of ordinances.

All dumpsters must be obtained from Groot Industries per the City's Solid Waste Agreement. Dumpsters located on City Street or right of way require ROW permit. Dumpsters located on private property do not require permit. Contact city ROW Engineer at [847-448-4311](tel:847-448-4311) for permit information.

The owner/applicant is responsible for contacting any Owners Association prior to commencing work to ensure compliance with any private covenants. Issuance of City building permit does not waive or release owner /applicant from any private covenants.

PERMIT FEES:

Estimated Construction Cost	Permit Fees
\$1- 100	\$28
\$101- 1,000	\$48
\$1,001- 2,000	\$64
\$2,001- 4,000	\$88
\$4,001- 6,000	\$124
\$6,001- 8,000	\$160
\$8,001- 10,000	\$196
\$10,001- 12,000	\$230
\$12,001- 16,000	\$293
\$16,001- 20,000	\$357

The fee shall be three-hundred fifty-seven dollars (\$357.00) plus thirteen dollars and fifty cents (\$13.50) for each additional \$1,000.00 of cost or part of \$1,000.00 cost of work valuation over \$20,000.00 until \$1,000,000.00. The fee for cost of work valuation greater than \$1,000,000.00 shall be seventeen dollars and fifty cents (\$17.50) for each \$1,000.00 or part \$1,000.00 cost of work over \$1.00.