

City of Sandwich  
Building Department  
144 E. Railroad Street  
Sandwich IL 60548  
815-786-8802

## **Roofing- Residential (Structural Changes and Roofing)**

### **Need to Submit:**

1. Building permit application/ Pay permit fee of \$75.00.
2. License number of roofing contractor.
3. Proof of insurance of roofing contractor.
4. A residential property owner is not required to register as a roofing contractor as long as an assistant is not employed.
5. Replacing one (1) square or less is considered a repair and does not require a permit.

### **Procedure steps:**

1. Fill out application
2. Describe roofing process on permit application; i.e. removing existing roof, reroofing over existing/ how many existing layers are on roof now and what materials are on existing roof, what type of new materials are being used.
3. If replacing sheathing, an additional fee of \$60.00 needs to be paid for structural inspections.
4. It is applicant's duty to ensure their Homeowners Association (if applicable) approval before starting. This is **not** performed by the City of Sandwich.
5. Inspections needed.
  - a. Applicant **MUST** call for ice and water shield inspection;
  - b. Final inspection.

### **All roofs and roofing shall comply with the following standards.**

1. International Residential Code (IRC 2006) and International Energy Conservation Code 2015 (IECC 2015)
2. Asbestos roofing shingles must be removed by approved EPA methods before reroofing.
3. All roof coverings must be installed per the manufacturers installation specifications.
4. Self-adhering roof underlayment (commonly referred to as "Ice and Water Shield") shall extend from the eaves edge to a point at least 24" inside the interior wall line and in all valleys.
5. A new roof (including metal) shall not be installed without first removing the existing roof when any of the following conditions exist:
  - a. When there are two (2) or more layers of any type of roof covering;
  - b. When the existing roof is either water soaked, deteriorated, or cupped;
  - c. When the existing roof has any leaks;
  - d. When the existing roof covering is a type of material that is not adequate or appropriate as a base for an additional layer, such as a metal roof.
6. A metal roof shall be installed per manufacturer's instructions.

City of Sandwich  
Building Department  
144 E. Railroad Street  
Sandwich Il 60548  
815-786-8802

7. Roof flashing (including baby tins) shall be installed in such a manner to prevent moisture from entering the structure at the wall or roof intersections, at changes of roof slope or direction, and around roof openings (chimneys, vents, etc.). Caulking is not an approved substitute for flashing.
8. Proper roof ventilation must be installed per the International Residential Code (IRC 2006)
9. Drip edge flashing is required at eaves and along the rake of the roof. The drip edge must extend over the roof sheathing at the fascia. Drip edge end must be overlapped by a minimum of 2".

Rev 2/21/2023