

## Roofing/Siding

**Village of Sugar Grove – Building Division**  
**601 Heartland Drive**  
**Sugar Grove, IL 60554**  
**630-466-8954 phone 630-466-1083 fax**  
**Monday – Friday 8:00 a.m. – 4:30 p.m.**  
**permits@sugar-grove.il.us**

**BUILDING PERMIT** - Allow 7 (seven) to 10 (ten) working days for processing.

### **PLAN REVIEW**

Please submit a completed building permit application with a copy of an owner accepted proposal, contract or Authorization form.

### **REQUIRED CONTRACTOR INFORMATION**

All private contractors that perform any installation shall be licensed with the Village of Sugar Grove. If the contractor is not currently licensed with the Village, an application can be obtained from the [http://www.sugar-grove.il.us/Dept\\_CD/BP\\_contractor.pdf](http://www.sugar-grove.il.us/Dept_CD/BP_contractor.pdf) or by contacting the Building Division at 630-466-8954. The contractor's fee is \$165 and is valid for one year from the date of application.

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

### **INSPECTIONS**

A Tyvek / house wrap inspection and final may be required for siding permits.  
A final inspection is required for new roof and re-roofs.

Please call 630-466-8954 ext. 35 to schedule an inspection. Be prepared to give contact name and phone number, address, permit number, type of inspection, as well as the date and time (am or pm) of day you would like the inspection. **24-HOUR NOTICE MUST BE GIVEN.**

### **PERMIT FEE**

- Permit fees for roofing, re-roofing and siding are \$60.00 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, WILL INCUR PENALTY OF DOUBLE THE PERMIT 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.
- According to Ordinance #614 the erection, demolition, alteration or repair of any building may only occur between the hours of 6:30 a.m. and 8:30 p.m.
- If you reside in an area with a Homeowner's Association, check with them to ensure compliance with their regulations.