

DEPARTMENT OF BUILDING AND  
ZONING  
OF COOK COUNTY, ILLINOIS

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<http://www.cookcountyil.gov/building-and-zoning>

## GUIDELINES FOR HOMEOWNER ROOFERS

The State allows roofing replacements to be performed by the homeowner of the property (Article 225ILCS 335III Sec. 11 (3)).

The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are to email their submittals to: [Intake.bnz@cookcountyil.gov](mailto:Intake.bnz@cookcountyil.gov). If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format).

The following requirements must be met for a homeowner to perform roof replacements on their home:

### Requirements

1. As with other homeowner performed permit required projects, the estimated cost of the project will determine the degree of personal responsibility.
  - The homeowner must register as a roofing contractor, provide a copy of a Certificate of General Liability Insurance in the amount of One-Million and 00/100 (\$1,000,000.00) Dollars naming Cook County Department of Building and Zoning the Certificate Holder, and submit a registration fee of One Hundred and Five and 00/100 Dollars (\$105.00) payable to Cook County Collector.
2. The homeowner is allowed to perform roof replacements only on **his or her own home**.
3. Homeowners must fulfill all Department Re-Roofing Permit Requirements, as applicable.
4. If a power vent or attic fan is installed, submit letter of intent with scope of work from registered electrical contractor. Letter of intent must be signed by supervising electrician.
5. See "Roof Permit Requirements" on our Permit Requirements page for additional submittals requirements.

**For digital submission of application and supporting documents, please refer to our web site:**

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)  
[Cook County Building Permit Application](#)