

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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

RE-ROOF PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. 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 encouraged to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format).

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. Complete application in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old. Indicate where proposed work, on the structure, is to occur.
3. Submit **complete description** of the scope of work.
 - Indicate, if any, flashing, gutters, downspout, soffit, fascia work in scope.
 - Include a specification on proposed roofing material and type showing fire class.
 - Indicate that "all decking replacements must be made with the exact same material and thickness as existing or better."
 - Location & extent of "ice & water" shield.
 - Show or describe how roof will be vented to code.
4. If applicable, submit one set of digital, detailed drawings on the reconstruction of any deck or framing work including the size and type of material.
5. Please note: All roofing contractors must have a State of Illinois roofing contractor license and Cook County Contractor Registration. They must be listed on the application with their registration number and contact information. They must also submit a letter of intent with an original authorized signature.
6. If a power vent or attic fan is installed, submit a letter of intent with scope of work from registered electrical contractor. Letter of intent must be signed by supervising electrician.

Re-roof Involving Structural Changes Definition

This would include: rafter replacements, skylight installation or repair, chimney reconstruction. In addition to the above requirements, one digital set of detailed drawings of the changes proposed, signed and sealed by an Illinois Registered Architect or Structural Engineer.

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](#)

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