

City of Rolling Meadows
Community Development Division

PERMIT SUBMITTAL CHECKLIST

The following information must be submitted with the **ROOFING** permit application:

Permit application filled out completely

A copy of the State Roofing License

A copy of the government issued id for Applicant

A copy of the signed work contract for the job or a Letter of Intent signed by the Qualifying Party on the State License

Application fee: *\$36 1st \$1,000 - \$10 ea. \$1,000 and \$20 admin.*

The following information must be submitted with the **WINDOWS & EXTERIOR DOORS** permit application:

Permit application filled out completely

All contractors must be registered, licensed and bonded accordingly

Submit a detailed Scope of Work or a copy of the contract. U Value must be indicated for all windows and exterior doors.

Submit 3 copies of the framing plan including header details if openings are being altered.

Application fee: *\$36 1st \$1,000 - \$10 ea. \$1,000 and \$20 admin.*

The following information must be submitted with the **SOFFIT, FASCIA & SIDING** permit application:

Permit application filled out completely

All contractors must be registered, licensed and bonded accordingly

Submit a copy of the written and signed contract between the homeowner and contractor, if applicable

Provide a copy of the Homeowner's Association Approval Letter, if applicable

Application fee: *\$36 1st \$1,000 - \$10 ea. \$1,000 and \$20 admin.*

The permit holder is responsible for scheduling all required inspections. To request an inspection, contact Community Development at (847) 506-6030 between 8:00 am and 4:00 pm, M-F to schedule the inspection at least one day in advance with the permit number ready.