



CITY OF HIGHLAND PARK
ROOFING PERMIT APPLICATION
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885
Web: www.cityhpil.com

Construction
Site Address _____

Owner's
Name _____

Owner's
Address _____

Owner's Telephone _____ Owner's Email _____

Roofing Contractor
Business Name _____

Contact
Name _____

Business
Address _____ City _____ Zip Code _____

Business
Address City, State _____

Telephone
Office _____ Cell _____

Email
Address _____

Roofing Contractor's
License Number _____

Owner's Name
Please Print _____

Owner's
Signature / Date _____

Applicant's
Signature / Date _____

Note: Permits expire 12 months from the date of issuance.

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

Comments:

Master Permit Number _____

Building Permit Number _____

Estimated Construction
Cost (exclusive of Land)\$ _____

Roofing Material:

- Shingles
- Metal Roofing
- Adhesive Membrane
- Hot Tar
- Wood Shake/ Wood shingle

Total Permit Fees Due
\$ _____

Upon completion, the roofing contractor must provide a letter with the roofer's signature and state license number certifying that the roofing was completed per code.

For Office Use only

ID number of recipient

Received / Date _____ Approved / Date _____ Issued / Date _____

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any an all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair it shall be relaid at the owner's expense.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

Sec. 170.003.1 AMENDMENTS TO THE INTERNATIONAL BUILDING CODE

The following amendments to the International Building Code, 2009 Edition, shall control whenever a conflict arises between the amendments set forth in this Section and the provisions of the International Building Code, 2009 Edition.

(9) Section 105.5. shall be added to the International Building Code, and shall read as follows:

105.5. The permit shall expire after a period of 12 months from the date of issuance. The Code Official is authorized to grant, in writing an extension for a period of not more than 180 days. The extension shall be requested in writing and justifiable cause for the requested extension shall be demonstrated. (Ord. 70-01, J. 27, p. 333-391, passed 11/26/01, Ord. 21-04, J. 30, p. 66-69, passed 3/8/04; Ord. 49-07, J. 33, p. 280-324, passed 6/11/07); Ord.19-11, J.37, p.58-103, passed 2/14/11)

Guarantee Deposit

Unclaimed Guarantee Deposits.

(iii) Any guarantee deposit deposited with the City after May 2, 2004 shall be transferred to the general corporate fund of the City, if the Permit Holder fails to claim the guarantee deposit within 30 days after the expiration of the building permit for which the guarantee deposit was made. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

(iv) Unclaimed guarantee deposits that are transferred to the City's general corporate fund pursuant to this subparagraph (2)(d) may be used for any corporate purpose of the City. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

Reinspection Fees

The fee to be paid for reinspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.