

**ROOF STRUCTURE ATTACHED TO A DWELLING
BUILDING PERMIT APPLICATION**

Date ____/____/____

Property & Owner Information

Owner Name	
Phone	
Email Address	
Street Address	_____
	<i>Romeoville, Illinois 60446</i>
Subdivision & Lot #	Subdivision _____ Lot # _____

Work Performed by Homeowner

If you are doing the work yourself complete the *Property Owner's Acknowledgement of Responsibility* form.

Contractor Information

If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.

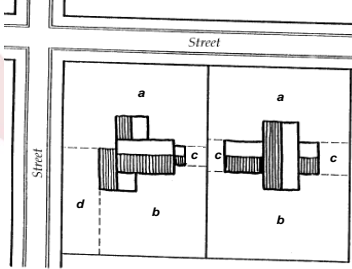

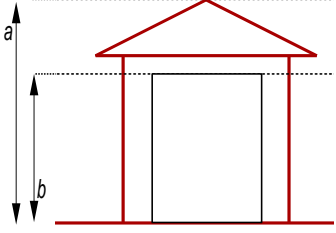

Contractor Name		
Contractor Address (no P.O. Box)		
Contractor Phone		
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor	<p>\$ 50.00 Plan Review Fee when Permit Application is submitted</p>
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor	
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor	
Estimated Cost	\$	

Office Use Only

APPLICATION #:		<div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"> <p>Status Sticker OFFICIAL USE ONLY</p> </div>
Application Date:		
Received By:		
Permit #:		
		COST: \$

Use this form and checklist as you plan your roof structure to ensure that you include all information needed to review your application.

Requirement	✓ to confirm that you have shown ...	Office Use
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures shall be drawn to scale, labeled, and dimensioned.	all structures	
If the roof structure is over a patio or deck they shall be shown. They shall be labeled and dimensioned.	the proposed roof structure is over patio _____ deck _____ neither _____	
The patio or deck may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the structure not located on any easement	
The patio or deck shall be not less than 5 feet from the side property line.	the distance to the side property line	
The patio or deck shall be not less than 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honey tree Unit 5) the structure shall be at least 7 feet to the rear property line.</i>	the distance to the rear property line	

Requirement	Fill in the blanks.	Office Use
A patio or deck, which is covered with a roof, may be located only in the rear yard (shown as 'b' on the diagram).	 <p>YARDS a: Front b: Rear c: Side d: Corner Side</p>	In which yard is the proposed structure: _____ Yard
The roof structure over the patio or deck may not be more than one (1) story.		_____ Stories
The height between the ground level and the eave plate may not exceed eight (8) feet ('b' on the diagram).		_____ Feet from Ground Level to the Eave Plate
The height from average surrounding grade to the highest point on the roof may not exceed fifteen (15) feet ('a' on the diagram).		_____ Feet From Surrounding Grade to the Highest Point on Roof
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Size of proposed patio: _____ % of lot covered with structures: _____%	

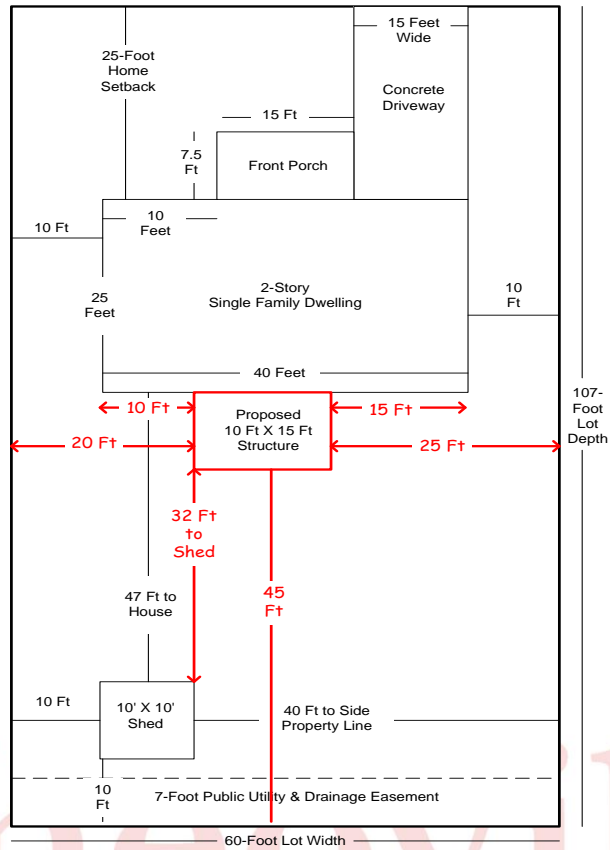
SAMPLE APPLICATION PLAN

This illustration is provided as an example of what shall be submitted with your application. Please note that it shall show:

The size of the lot

- The location and size of the house
- The location and size of all existing structures
- The location of the proposed patio
- The size of the proposed patio
- The distance from the patio to the rear property line
- The distance from the patio to the side property line

All of this information shall be shown on your plat so that we can review your application.



Construction Requirements

Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.

	Office Use
Provide a drawing (2 copies) of the roof structure showing all of the support framing members (size, span and depth). Provide the height of the roof structure from grade (front and side elevations). Provide the size and depth of the frost protected footing or piers that will support the roof structure (frost line is 42 inches below grade). Provide the roof structure supports size that will be anchored to the frost protected footing or piers. Provide the ledger anchorage and wall flashing details. Gutters, downspouts and elbows are required. The roof structure shall meet the requirements outlined in the 2015 International Residential Code.	<input type="checkbox"/>
THE ROOF STRUCTURE SHALL NOT HAVE ANY WALLS.	<input type="checkbox"/>
48 hours before digging, you shall call JULIE utility locator at (800)892-0123. They will ask for the County (Will), Village (Romeoville), township, section and ¼ sections. Please refer to the legal description on your Plat of Survey for this information.	<input type="checkbox"/>

Permit & Inspection Requirements

Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.

Office Use

- The Building Permit shall be posted in the building’s window where it can be seen from the street.
Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.
- A pre-pour pier inspection is required.
- A rough framing inspection is required.
- **A FINAL INSPECTION SHALL BE PERFORMED AFTER THE ROOF STRUCTURE IS COMPLETED.** Once the inspection passes, a Certificate of Completion will be issued. The structure and or patio may not be used until the Certificate of Completion has been issued.
- All inspections shall be scheduled in advance by calling (815)886-7200 or by emailing to buildinginspections@romeoville.org. A permit number shall be provided when inspections are scheduled.
- Failure to call for required inspections may result in a “**STOP WORK ORDER**”.
- Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. **INVOICED AFTER 5 DAYS.**
- The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days.

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only

Approval & Review Status

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	

Notes	<p>Village of Romeoville Where Community Matters</p>
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