CITY of HIGHWOOD
Incorporated 1887

Roofing Permit Application Checklist

General Items

Submittal of Applications: Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

Hours of Construction:
M-F 7:00 AM – 7:00 PM   Sat & Legal Holidays 9:00 AM – 7:00 PM   Sun 10:00 AM – 7:00 PM

Stop Work Orders: No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and $500.00 citation.

Residential Permits (IRC)

By Owner

☐ Completed Building Permit Application
☐ Description of the Work
☐ Estimate cost of the project
☐ No plan review-no inspections

By Contractor

☐ Completed Building Permit Application
☐ Copy of contract or signed quote including;
  o Owner's signature
  o Description of work
  o Estimated cost of the project
☐ Copy of State Roofing License
☐ Project Bond in the amount of $10,000
☐ Note; No plan review-no inspections

Permit Fee; $75.00, per structure

Re-inspection Fee; $55.00

Commercial Permits (IBC)

By Contractor

☐ Completed Building Permit Application
☐ Copy of contract or signed quote including;
  o Owner's signature
  o Description of work
  o Estimated cost of the project
☐ Copy of State Roofing License
☐ Project Bond in the amount of $10,000
☐ Requires plan review and inspection

Permit fee; $220.00, per structure.

Additional inspections $110.00

City of Highwood Building Codes

→ 2012 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
→ 2012 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
→ 2012 International Mechanical Code (IMC), as amended
→ 2012 International Energy Conservation Code (IECC), as amended
→ 2014 National Fire Protection Association National Electrical Code (Electrical Code), as amended
→ 2014 Illinois State Plumbing Code, as amended
→ 2012 International Fire Code (IFC), as amended
→ 2012 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at
www.cityofhighwood.org/citycode