



City of Zion Building Department

Roofing Requirements & Guidelines Residential/Commercial/Industrial Property

Contractor and Homeowner

Permits

Permits are required for all roofing projects except for repairs of 1 square (100sf) or less. Failure to obtain a permit **BEFORE** starting work will result in a violation fee added to the permit fee in the amount of \$100.00-\$300.00 for residential, commercial or industrial is one and one-half times the cost of the permit fee with a minimum fee of no less than \$500.00, **no exceptions**. In addition fines may be issued for other violations such as working without a permit, working without insurance, non-licensed contractor, etc. These fines are a minimum of \$100 to \$750 for each violation.

Contractor/Subcontractor Requirements

The Contractor must have a current and valid Illinois State roofing license.

Contractor must be registered with the City of Zion. Contractors must register in person and provide all required documentation and a valid Photo ID of the license holder. Only persons identified in writing and with photo ID by the license holder may apply for permits. There is no fee for registration.

All contractors and subcontractors must provide a Certificate of insurance to the city. The certificate of insurance shall be from an insurance company rated B+ or better in “Berts Key Rating” guide and **shall name the City of Zion as additionally insured**. The certificate of insurance may cover all work done in the City of Zion for the term of the policy. Please reference Zion Municipal Ordinance 10-9.1 for required coverage.

All roofing contractors and subcontractors must carry Workman’s Compensation Insurance. Any contractor or subcontractor that claims they do not have employees must complete a “Workman’s Compensation Opt Out” form. Contractors or Subcontractors found in violation will be fined up to \$750 and the City will notify the State of Illinois and will assist in prosecution if needed.

Homeowner Requirements

Owner occupied one and two-family premises may perform their own work provided they have provided a copy of the homeowner's insurance policy with a minimum of \$300,000 liability coverage as referenced in Zion Municipal Ordinance 10-9.1. They must provide a materials list and receipt showing cost of materials.

The homeowner **MUST** be the one performing the work; immediate family members may assist. However, the Director of Building may require valid proof of the relationship.

Any violation of this will result in a **Stop Work** being posted and fines will be issued.

Multi-family not meeting the above requirements must have work performed by a contractor meeting the requirements listed above.

General

All work is to be performed according to the current Zion Municipal Ordinances and the current adopted International Residential Code & International Building Code including any amendments. There must be a means of disposal of all debris on-site, either a dumpster or truck is acceptable. Debris must be removed in a timely manner.

No more than two (2) layers of shingles/materials are permitted. Decking inspection is required for all roofs being torn off.

Violations of any State Laws will be reported to the proper Authorities for prosecution. Violation of the State of Illinois Roofing Contractors Law is at a minimum guilty of a Class A misdemeanor and a conviction of a second or subsequent offense would be guilty of a Class 4 felony.

All Commercial and Industrial work must be performed by Contractors meeting the requirements of the City of Zion ordinance.

Roofing Guidelines-Per City Ordinance, International Codes, and Manufactures Specifications

Ice Protection is required (ice & water shield) at all eaves edge and "closed valleys" covered with shingles. Drip edges are required. All installations must be per Manufactures Specifications, International Codes and City Ordinance.

You can access manufacture specifications on-line. Codes and Ordinances are available in the Building Department for review or you can contact the Building Inspector. In addition there is some basic information available in bulletin form in the Building Department.

For additional Information or if you have questions please contact us. The Building Department is located at 2828 Sheridan Road, Zion Illinois. Office phone 847-746-4018 or fax 847-746-4655.