



VILLAGE OF LINCOLNWOOD

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Roof Requirements & Inspections Handout & Form

A permit is required for installing a roof covering or reroofing an existing roof. If you are performing minor roof shingle or membrane repairs (max. 50 sq. ft.), a permit is not required.

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). The application will need to include the following information:

The online permit application must include the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Type(s) of roofing material that is being installed along with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)
- If skylights are being changed you will need to submit spec sheets for the windows being installed. See [Window Handout](#) for more information.
- If the work will impact the Gutters and Downspouts, you will be required to submit a Plat of Survey which indicates the location of all Gutters and Downspouts and shows the direction they divert water

The following procedures will apply for all roofing inspections as required by the [2021 IRC One and Two Family Dwelling Code](#) and the [State of Illinois Roofing Licensing Act](#):

Roofing Final Inspection:

- The contractor is required to contact the Village a minimum one business day **PRIOR** to initiating any roof repair or replacement. The Village will complete the final inspection after the contractor requests an inspection. Spot inspections may be performed to ensure code compliance. The contractor is not required to be present unless the Village advises otherwise.
- The NEW sheathing edges are required to be tongue and groove **or** supported with solid blocking, **or** edge clips (H-clips) **or** per manufacturer's specifications. (When rafters/trusses are spaced 24" on center.)
- The nailing schedule shall be per the 2021 IRC Table 602.3(1): 8d common nails, 6" spacing at edges and 12" intermediate support is required.
- All existing bath fans and dryer vents are required to terminate to outside air. Any existing bath fans or dryer vents found to be terminating into the attic shall be modified in such a manner so as to terminate to outside air.
- NEW sheathing shall be as per Table R503.2.1.1(1) shown below. Existing sheathing may remain if not compromised, rotted, deteriorated, moldy, etc.

ALLOWABLE SPANS AND LOADS FOR WOOD STRUCTURAL PANELS FOR ROOF AND SUBFLOOR SHEATHING AND COMBINATION SUBFLOOR UNDERLAYMENT^{a,b,c}

Minimum Normal Panel Thickness (inch)	Allowable Live Load (psf) ^{h,i}		Allowable Live Load (psf)		Load (pounds per square foot, at maximum span)	
	SPAN @ 16"o.c.	SPAN @ 24"o.c.	With edge support ^d	Without edge support	Total Load	Live Load
			Roof^f			
3/8	30	-	16	16	40	30
3/8	50	-	20	20	40	30
3/8	100	30	24	20 ^g	40	30
7/16	100	40	24	24	50	40
15/32, 5/8	180	70	32	28	40	30
19/32, 3/4	305	130	40	32	40	30
23/32, 3/4	-	175	48	36	45	35
7/8	-	305	60	48	45	35

Asphalt Shingles:

Slopes less than four units vertical in 12 units horizontal (33-percent slope) but not less than two units vertical in 12 units horizontal (17-percent slope): Nominally double-coverage asphalt shingles may be installed on slopes as low as two units vertical in 12 units horizontal (17- percent slope), provided the shingles are approved self-sealing shingles or are hand sealed and are installed with an underlayment consisting of two layers of No. 15 felt, applied as required per the 2021 IRC Section 905. In areas where there has been a history of ice forming along the eaves causing a backup of water as designated per the 2021 IRC Table R301.2(1), an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, commonly known as "Ice and Water" shield, shall be used in lieu of normal underlayment and extend from the lowest edges of all roof surfaces to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

Drip Edge:

Drip edges shall be provided at eaves and rake edges of shingle roofs. The drip edge shall extend not less than ¼” below the roof sheathing and back onto the roof deck not less than 2 inches. The drip edge shall be mechanically fastened to the roof deck at not more than 12” on center. The underlayment shall be installed over the drip edge along the eaves and under the drip edge along the rakes.

General Related Requirements:

- No more than two layers of roofing permitted.
- If skylights are being changed you will need to submit spec sheets for the windows being installed.
- Natural ventilation must be provided: 1 square foot per 150 square-feet of attic space. When soffit or eave vents are installed, the ratio may be reduced to 1 square foot per 300 square feet of attic space.
- Installation must meet ASTM D 3462 standard.
- Masonry flashings are required to be made of metal and “let into” brick 5/8 inches.
- Sidewall flashings are required to terminate beyond the siding or “kick out” so that water does not drain behind the siding.
- Gutters and downspouts must divert water to the front or rear yards. Extensions or pop-ups from downspouts may not terminate closer than 5 feet from any property line. (See example on next page)
- Dumpsters must be located on the subject property and not in any right-of-way.

