



Village of Winnetka  
Community Development  
510 Green Bay Rd.  
Winnetka IL 60093

## **ROOF REPLACEMENT - CHECKLIST**

### **Required Application Forms:**

- Building Permit Application

### **Required Additional Documents:**

- Written description of scope and specifications of work (or copy of signed contract)
- Commercial – sample of material to be used (color & style)



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510 Green Bay Rd.  
Winnetka IL 60093  
(847) 716-3520

## Building Permit Application

Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Permit Address \_\_\_\_\_ Winnetka, IL 60093

Description of Work \_\_\_\_\_

**Estimated Construction Cost \$ \_\_\_\_\_ (required)**

CONSTRUCTION COST includes cost of material and labor; we may request submittal of a signed contract. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same.

### **Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### **Primary Contact** *(Note: all correspondence will be with the primary contact)*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### **Architect's Information** **Not Applicable**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### **General Contractor's Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_



**Submittal Requirements:**

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the worksheet(s) must be submitted with this application form in order for the application to be deemed complete.

**Disclosure & Signatures:**

*The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:*

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

*Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.*

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Owner's Authorized Designee: \_\_\_\_\_ Date: \_\_\_\_\_

*(Must attach Designee Form)*

Print Name: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_