

City of Sandwich  
Building Department  
144 E. Railroad Street  
Sandwich IL 60548  
815-786-8802

## Roofing- Commercial

### Need to Submit:

1. Building permit application.
2. License number of roofing contractor.

### Procedure steps:

1. Fill out application
2. Describe roofing process on permit application; i.e. removing existing roof, reroofing over existing/ how many existing layers are on roof now and what materials are on existing roof, what type of new materials are being used, replacing sheathing, etc.
3. All commercial roofing applications must include an inspection report by a licensed asbestos inspector. Depending on findings, further steps may be required.
4. A permit fee of \$75.00 must be submitted.
5. Inspections needed. Applicant MUST call for Final inspection.

### All roofs and roofing shall comply with the following standards.

1. International Building code IBC 2006) and International Energy Conservation Code 2015 (IECC 2015)
2. Asbestos roofing shingles must be removed by approved EPA methods before reroofing.
3. All roof coverings must be installed per the manufacturers installation specifications.
4. Self-adhering roof underlayment (commonly referred to as "Ice and Water Shield") shall extend from the eaves edge to a point at least 24" inside the interior wall line and in all valleys.
5. A new roof (including metal) shall not be installed without first removing the existing roof when any of the following conditions exist:
  - a. When there are two (2) or more layers of any type of roof covering;
  - b. When the existing roof is either water soaked or deteriorated;
  - c. When the existing roof covering is a type of material that is not adequate or appropriate as a base for an additional layer, such as a metal roof.
6. A metal roof shall be installed per manufacturer's instructions.
7. Roof flashing (including baby tins) shall be installed in such a manner to prevent moisture from entering the structure at the wall or roof intersections, at changes of roof slope or direction, and around roof openings (chimneys, vents, etc.). Caulking is not an approved substitute for flashing.