



PERMIT CHECKLIST

RESIDENTIAL ROOFING

Installation of new or repairs to residential asphalt roofing.

Questions? We're here to help. Please call us.
(630) 766-5133 - M-F: 8:30 a.m.-4:30 p.m.

SUBMITTAL REQUIREMENTS

- Completed Application**
Applications may be completed online by visiting using the Self Service Portal, My Wood Dale at www.wooddale.com or by visiting City Hall during normal business hours.
- Signed Copy of Contract or Scope of Work**
Signed copy of contract by Property Owner if hiring a contractor. If the Property Owner is completing the project, please provide a scope of work.
- Contractor Information**
All contractors must be registered with the City of Wood Dale. If your contractor is not registered, your permit may be delayed.
- Permit Fee**
Permit fees may be paid online or in person by visiting City Hall.

PERMIT

- Post Permit Card**
The permit card must be printed, posted and visible from the street. Failure to display the permit card will result in a failed inspection and additional fee.
- Installation**
Ice and Water Shield shall be installed from the lowest edges of all roof surfaces to a point at least 24" inside the exterior wall of the building.

INSPECTIONS

- Building Final Inspection**
A final inspection is required. Inspections may be scheduled by calling (630) 766-5133 or by logging into your My Wood Dale account.

