



## PERMIT CHECKLIST RESIDENTIAL SIDING

Installation of new or replacement of residential siding including vinyl, wood, composite board, aluminum or similar materials.

*This permit does not include multi-family units, such as condominiums or townhomes.*

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](http://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**  
All materials shall be installed in accordance with the manufacture's specifications. A copy of the manufacture's instructions for the house wrap must be on site at time of inspection.

### INSPECTIONS

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

*Do not install J-channel or window trims prior to house wrap inspection, seams and taping must be visible.*

