



Village of Deerfield
Checklist of Submission Requirements for
Permit Applications

Effective Date:
January 1st, 2016

Issued by:
Clint E. Case

Roof

Permit is Required:

Installation of a new roof or additional layer

Permit is NOT Required:

Repairs to less than 50% of the total coverage on an existing roof

ALL Submissions for a Roof Permit Application Require:

- A **completed** Building Permit Application with **ALL** of the following information:
 - Homeowner's name, address, phone number and signature
 - Contractor's name, address, phone number and signature
 - Estimated Cost of the Job
 - Brief Description of work to be done
- A current copy of the roofing contractors state license unless already on file at the Village.

Permit Processing Time / Fees:

- Roof permits are approved immediately whenever possible.
- Fees are \$23.00 per \$1,000 (or increment) of the cost of the project up to \$10,000. Over \$10,000 the fee will reduce to \$17.20 per \$1,000.
- An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
- The Village can accept cash or check only.

Roof Installation Requirements:

- No more than 2 layers of roofing materials can be installed on any building.
- There are no inspections required for a roofing project.

Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.