



Village of Mount Prospect  
Community Development Department  
50 S. Emerson Street  
Mount Prospect, Illinois 60056  
Phone: (847) 870-5675

Email: [permit@mountprospect.org](mailto:permit@mountprospect.org)

## Residential Roof Supplement

---

### PERMIT SUBMITTAL REQUIREMENTS- ONLINE OR IN PERSON:

- APPLY ONLINE** go to [www.mountprospect.org/permits](http://www.mountprospect.org/permits) upload documents listed below
- APPLYING IN PERSON** bring our Building Permit Application completed & signed by contractor and homeowner plus
- A Copy of the signed Estimate between the homeowner and contractor.
- A detailed scope of work **if owner** doing all the work.
- Copy of State issued Driver's License of Roofing Contractor applying for permit.

### ROOF REGULATIONS

- A final inspection is required.
- No more than two layers of roofing shingles are allowed.
- Natural ventilation must be provided unless an architect specifies otherwise. Venting required is 1 sq.ft. per 150 sq. ft. of ceiling square footage; when vents are installed in the upper 3 feet of roof, the ratio may be reduced to 1 sq. ft. per 300 sq. ft. of ceiling square footage. If the existing roof is missing ventilation, then the new roof is to be correctly vented per code.
- Shingles must meet ASTM D 3462 standard.
- **Sidewall & Masonry flashings** are required to be made of metal or lead. Existing flashing is acceptable to use but all flashing is to be weather tight and is the responsibility of the roofing contractor or homeowner [if homeowner replaces own roof]
- Ice and water shield is required for any shingle roof. Ice and water shield must extend from the eave's edge to a point at least 24 inches inside the exterior wall of the structure (inside wall face).