



Village of Bull Valley Building Department  
1904 Cherry Valley Rd, Bull Valley, IL 60098  
815- 459 – 4833

## GUIDELINES FOR RESIDENTIAL ROOFING AND WINDOW/DOOR REPLACEMENT

Please submit one electronic PDF of the following documents by email to [bullvalleyfiles@gmail.com](mailto:bullvalleyfiles@gmail.com). All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

### SUBMIT PDF via EMAIL:

#### **Building Permit Application**

- Village of Bull Valley Building Permit Application, fully completed and signed by the property owner (or authorized agent with written owner authorization).
- Include property address, Property Index Number(s) (PINs), and contact information for owner and contractor(s).

#### **Proposal / Contract**

- Detailed proposal from the roofing and/or window contractor describing the scope of work (roof replacement, number and type of windows/doors, any structural changes).
- Must be **signed by the property owner**.

#### **Contractor Documentation**

- **General Contractor's License & Permit Bond** in the amount required by Village ordinance, issued by the contractor's insurer and naming the **Village of Bull Valley** as obligee.
- **Roofing contractor:**
  - Copy of the Illinois roofing license.
  - Roofer's **Letter of Intent** on company letterhead.
- **Window/door contractor** (if different):
  - Business and trade license information as applicable.

#### **Manufacturer's Specifications / Cut Sheets**

- **Roofing:**
  - Manufacturer's specification sheet(s) for all roofing products (shingles, underlayment, ice and water barrier, ridge vents, etc.), with the specific product lines clearly identified.
- **Windows/Doors:**
  - Product specification sheets for each window/door series, showing **U-factor, SHGC, safety glazing**, and rating information required by the Illinois Energy Conservation Code and 2018 IRC.

#### **Window/Door Schedule & Elevation Photos**

- A **window/door schedule** listing each opening being replaced, including:
  - Location/room name.
  - Size and type of unit being removed and new unit being installed.
  - U-factor and indication of safety glazing where required.
  - Note if the rough opening is being modified.
- **Photos of existing elevations** of the home where windows/doors are being replaced, especially where openings, trim, or siding patterns will change.

#### **Structural Information (IF ROUGH OPENINGS CHANGE)**

If you are increasing or decreasing the size of a window or door opening, adding new openings, or altering headers:

- Provide **header size, span, and support details** (jack/king stud count) for each modified opening.
- Identify any framing changes needed to support new loads.

- Where required, provide a framing detail or letter from an Illinois-licensed design professional confirming compliance with the adopted Residential/Building Code.

☐ **Roof Layout / Scope Description**

For roof replacement:

- Identify whether the work is a **full roof replacement** or a **partial replacement**.
- Describe existing roof covering and proposed new covering (asphalt shingles, underlayment, etc.).
- Indicate whether existing roof sheathing is to remain or be replaced.
- If any structural roof work is proposed (new dormers, changing slope, etc.), additional drawings and review under the remodeling/addition provisions may be required.

☐ **Additional Information as Requested**

The Building Official may request additional information (e.g., attic ventilation diagrams, energy compliance information, or engineering letters) as needed to ensure compliance with the Village's adopted codes.

All submittals must demonstrate compliance with **Chapter 14 – Building Ordinance** and all other applicable sections of the Bull Valley Municipal Code.

☐ **Contractor Information and Bonds**

- Contractor contact information for general contractor and electrical contractor.
- Copy of the electrical contractor's license, if applicable.
- **\$250 cash completion bond** (payable to the Village of Bull Valley). The bond is refundable upon successful completion of all inspections and written request for bond release.

**BUILDING DEPARTMENT REQUIREMENTS**

- ☐ All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number is 847-428-7010.
- ☐ Permit expires in either 2 or 6 months, depending on the project
  - A maximum of two permit extensions may be granted for half of the original time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
  - Permits that expired without all inspections and work completed are closed and not refundable.
- ☐ Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

**Road Permit information regarding Village Weight Limit**

- ☐ Road permits are required for **any vehicles exceeding 16,000 lbs. by registration**, traveling within the Bull Valley jurisdiction on its municipal streets/roads.
- ☐ The objective is to manage overweight **vehicle traffic routes**. Providing the safest and shortest routes for vehicles that enter or exit the Village, to and from State and County thoroughfares
- ☐ Our 3rd party service (**oxcartpermits.com**) offers several categories for overweight traffic: One Round Trip, Multiple Trips, Seasonal Home Service, Agricultural Commodities, and **Construction Projects**.

**APPLICABLE BUILDING CODES**

- ☐ The 2024 International Building Code
- ☐ The 2024 International Residential Code
- ☐ The 2024 International Mechanical Code
- ☐ The 2024 International Fire Code
- ☐ The 2024 International Existing Building Code
- ☐ The 2024 International Property Maintenance Code
- ☐ The 2023 National Electrical Code

- 2024 Illinois Energy Conservation Code
- The Illinois State Plumbing Code, current edition
- The Illinois Accessibility Code, current edition