

# INFORMATION NEEDED FOR ROOF, SIDING, OR WINDOWS/DOORS PERMIT APPLICATION

## ROOFING

Fill out and submit permit application, including the following information:

- Number of layers when roof is complete. **Note: Number of layers may not exceed two, when complete. May exceed two with engineering.**
- Supply additional code required attic venting
- Provide a minimum of three feet of ice & water shield
- Properly flash all roof penetrations
- Dumpsters must be staged on owner's property and not in street
- **Call for inspection when complete**

## SIDING

Fill out and submit permit application, including the following information:

- Describe the type of siding to be used
- Provide an underlayment
- Properly flash all fenestrations in exterior walls
- Seal all penetrations in exterior walls
- Replace the Village issued address tiles
- Dumpsters must be staged on owner's property and not in street
- **Call for inspection when complete**

## NEW OR REPLACEMENT WINDOWS/DOORS

Fill out and submit permit application, including the following information:

- Indicate the number and location of windows/doors to be replaced
- Indicate whether the windows/doors will be a direct fit or if they'll be enlarged. If enlarged, indicate the new opening size and headersize
- Windows shall comply with natural light/ventilation and egress requirements
- **Call for inspection when complete**

**Permit fee is \$10 per \$1,000 of construction value, \$50 minimum and \$250 maximum for residential (\$1000 maximum for multi-family, commercial, or industrial).**

*Sussex Building Inspection Department  
Sussex Civic Center, N64 W23760 Main Street  
(262) 246-5212 (edited 4/23/24)*