



# Village of WILLOWBROOK

## Residential Roof Permit Checklist

### ✔ Step-by-Step Application Process

#### 1. Create Online Account

- Go to [willowbrook.onlama.com](http://willowbrook.onlama.com)

Register as a user and log in to begin the application

#### 2. Contractor Requirements – Documents to upload

- Copy of Illinois State Roofing License
- Certificate of Insurance naming the Village of Willowbrook as certificate holder

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### ✔ 1. LAMA Online Permit Application

All roof permit applications must be submitted through the Village of Willowbrook's LAMA permit application portal.

Steps to Complete in LAMA:

- Log in to the LAMA system via [willowbrook.onlama.com](http://willowbrook.onlama.com)
- Select "Residential Roofing Permit"
- Upload required documents (see below)
- Track status and schedule inspections via your LAMA dashboard

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### ✔ 2. Application Requirements

- ✔ Complete the general permit application form in LAMA
- ✔ Upload a copy of the signed contract for proposed roofing work

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### ✔ 3. Skylight Disclosure

Will any skylights be replaced?

- If Yes → Indicate on LAMA and provide U-Factor or SHGC compliance data (per 2021 IECC)
- If New or Enlarged Skylights → Full plans and review required

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### ✔ 4. Residential Roofing Code Compliance

All work must comply with the 2018 International Residential Code and Village code amendments.

Installation Requirements:

- Max 2 layers of shingles allowed; must remove if already 2 layers exist
- Roof sheathing must meet required thickness and span for rafter spacing
- Ice and Water Shield: Minimum 24" inside the exterior wall line at eaves
- Underlayment:
  - Min. 15-lb felt for 4:12+ slope
  - Double underlayment for 2:12 to 4:12 slopes
- **Flashing:** Base, cap, valley, and sidewall flashing required
- **Drip Edge:**
  - At eaves: underlayment over drip edge
  - At gables: underlayment under drip edge
- **Ventilation:**
  - 1/300 net free ventilation of attic space
  - Must include ridge/mushroom and soffit/eave vents
  - Additional vents may be required on existing roofs

**Other Requirements:**

- All plumbing and bath exhaust vents must extend through the roof
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**5. Required Inspection**

Final Roof Inspection (mandatory):

- Must be scheduled via LAMA
- Available: Monday, Wednesday, Friday | 9:00 AM – 12:00 PM
- Minimum 24 hours' notice required