



# Application for Permit: Door & Window Replacement

Date: \_\_\_\_\_

P. I. N: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(Including house number, street name, and unit number, where applicable)

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address (if different): \_\_\_\_\_

Total Construction Value: \$ \_\_\_\_\_ Total Number of Openings to be Replaced \_\_\_\_\_

Distance to lot line: Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_ Distance to house: \_\_\_\_\_

**Submittals:** Check items submitted.

- Description of Windows (REQUIRED)       Manufacturer's Specifications (REQUIRED)
- Photos (to verify safety related issues)       Floor Plans (to verify safety related issues)
- Elevation/ Section Drawings      (required if any change is made to the opening dimensions)
- Plat of Survey (required only for projecting windows (Bay, Bow, Garden, Greenhouse, or similar))

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read and shall comply with all applicable terms and conditions required for this application, **INCLUDING INSPECTIONS.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Company Represented: \_\_\_\_\_

Check preferred  Phone: \_\_\_\_\_ Fax:  \_\_\_\_\_ E-mail:  \_\_\_\_\_

24 Hour Emergency Construction Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Office Use Only

Permit Number \_\_\_\_\_

Permit cost \_\_\_\_\_

Plan Reviews cost \_\_\_\_\_

Bond amount / number \_\_\_\_\_

Total Amount \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Total Fees \_\_\_\_\_

# Please take the time to answer these questions about the new doors and windows.

**Are any of the installations in a Hazardous location?**

**No- Yes-**

**Please identify hazardous location(s) and specify glazing..**

Safety Glazing is required in every hazardous location. *R308.4* (Numbers in ***Bold Italic*** refer to Sections of the **2003**

***International Residential Code***, available for review at the Community Development Department)

**Some typical hazardous locations include:**

- Glazing in doors.
- Glazing within 24 inches of a door.
- Glazing in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers.
- Glazing adjacent to stairways, landings and ramps:
- Within 36 inches horizontally of any walking surface
- Within 60 inches horizontally of the bottom tread of a stairway.

**Will there be any modifications in windows or doors- Are you changing style, adding, removing, relocating, or enlarging/reducing size? No- Yes-**

**Please verify the clear opening dimensions for emergency egress from sleeping rooms or basement with habitable space. *R310***

- 5.7 Square feet of clear opening from any sleeping room or basement.
- The minimum net clear opening height shall be 24 inches.
- The minimum net clear opening width shall be 20 inches.
- The sill height shall not be more than 44 inches above the floor.
- Window wells with a depth greater than 44 inches shall have a permanent steps or ladder.

If the old window does not currently comply, replacement that does not make the condition worse may be allowed at the discretion of the Code Official, upon written request.

**Please verify light and natural ventilation minimum requirements. *R303.1***

- All habitable rooms shall be provided with aggregate glazing area of not less than 8 percent of the floor area of such rooms.
- The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.
- If the old window does not currently comply, replacement that does not make the condition worse may be allowed at the discretion of the Code Official, upon written request.

**Any changes in the rough framing or opening size will require Structural review.**

**Please provide Section and/or Elevation drawings, detailing:**

- The number of floors above the opening
- Wall construction
- Header or lintel sizes
- Load path to bearing soil
- Elevations to finished floor and/or exterior grade

**Greenhouse, Garden, Bay, Bow, or similar, will require both Structural review and Zoning review.**

**No- Yes-**

**Please provide details noted below.**

- Section and/or Elevation drawings will be required, detailing:
- The number of floors above the opening
- Wall construction and attachment details
- Header or lintel sizes
- Load path to bearing soil.
- Elevations to finished floor and/or exterior grade
- Roofing, flashing and similar details.
- A Plat of Survey- to locate the projecting window in relation to the adjacent lot lines.

**Window wells require both Structural review and Zoning review.**

**Please provide details noted below.**

- Section and/or Elevation drawings will be required, detailing:
- Elevations to finished floor and/or exterior grade
- Window well construction, including drainage
- Window wells with a deeper than 44 inches shall have a permanent steps or ladder.
- A Plat of Survey -to locate the window wells in relation to the adjacent lot lines.

**Are the new windows and doors Energy efficient?**

**No- Yes-**

**Please provide the Energy Efficiency Performance Factor (U-factor) for each window and exterior door to be installed.**

- ***International Energy Conservation Code as adopted and amended by the State of Illinois Table R402.1.4 requires a maximum U-factor of 0.30 (for all permits as of July 1, 2019)***

- When the project is finished and inspected, all applicable requirements of the code must be met prior to final approval.

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

(Including street number, street name, and unit number, where applicable)

Check preferred  Phone: \_\_\_\_\_  Fax: \_\_\_\_\_  E-mail: \_\_\_\_\_

**City Use Only:**

**Countryside Registration Verified:**  Registration Current  Registration Expired \_\_\_\_\_