



## Permit Application Requirements

Complete permit application (online or in-person), including window information schedule.

Provide copy of a signed agreement or estimate from contractor.

If homeowner is installing the windows, provide a signed homeowner Affidavit and copy of purchase receipt for material.

Provide copy of the manufacturer's specification including U-factor information.

If creating new opening or modifying existing opening, provide a detailed summary of scope of work and drawing elevation indicating the location of window, size of the opening and structural members, square footage and type of the room being serviced by the new installation.

## Construction Requirements

All habitable rooms shall have an aggregate glazing area of not less than 8% of the floor area of such rooms. Natural ventilation shall be through windows or other approved openings to the outdoor air. The minimum openable area to the outdoors shall be 4% of the floor area being ventilated.

Safety glazing is required in all of the following locations:

- Fixed or operable glazing where the bottom edge is less than 18" above the floor
- Glazing in swinging doors, including storm doors
- Fixed or sliding panels of sliding glass doors
- Fixed or operable glazing where the bottom edge of the glazing is less than 60" above the floor or walking surface, and:
- Is within a 24" arc of the nearest vertical edge of a closed door
- Encloses a bathtub, shower, pool, hot tub, spa, whirlpool, sauna, or steam room
- Within 36" horizontally of a stairway, landing or ramp

All windows shall have a U-factor less than or equal to 0.30

Do not remove manufacturer's label indicating U-factor until after final inspection.

Windows shall be anchored in accordance with the published manufacturer's recommendations to achieve the design pressure specified.

Bars, grills, screens or other obstructions placed over emergency escape windows shall be releasable or removable from the inside without the use of a key or a tool.

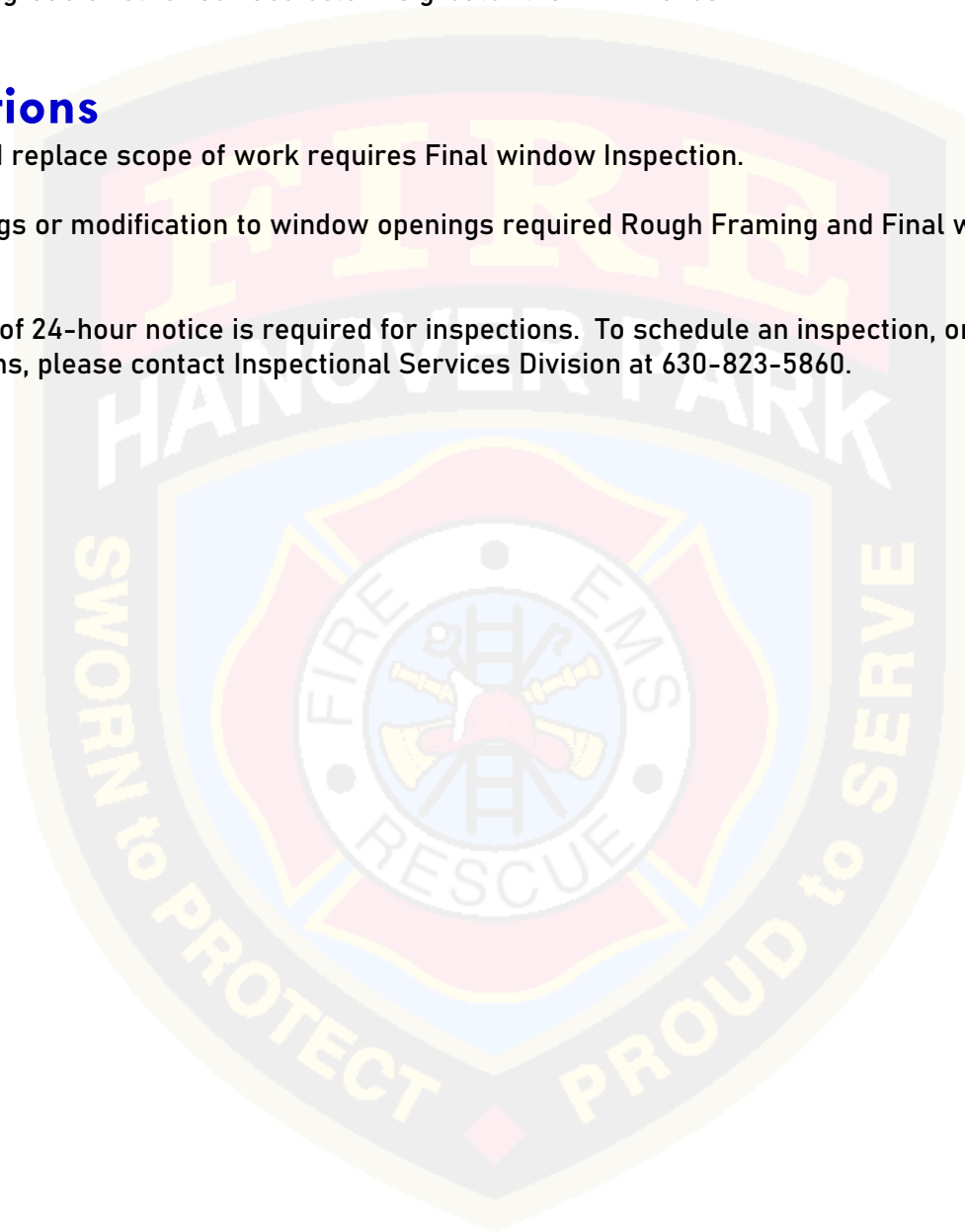
Window opening control devices shall be installed where the following applies: the new window is operable, scope includes replacing sash and frame, the top sill of the window opening is at a height less than 24" above the finished floor for one- and two-family dwellings and townhomes OR less than 36" above finished floor for in R2 and R3 multifamily residential buildings, window allows a passage of 4" diameter sphere, the vertical distance from the top sill of the window opening to the finished grade or other surface below is greater than 72" inches.

## Inspections

Remove and replace scope of work requires Final window Inspection.

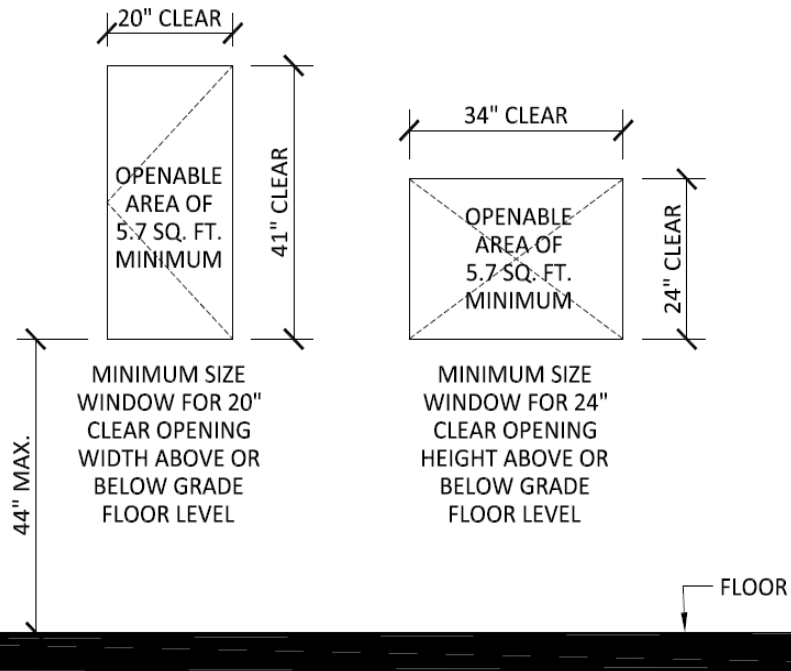
New openings or modification to window openings required Rough Framing and Final window inspection.

A minimum of 24-hour notice is required for inspections. To schedule an inspection, or if you have any questions, please contact Inspectional Services Division at 630-823-5860.

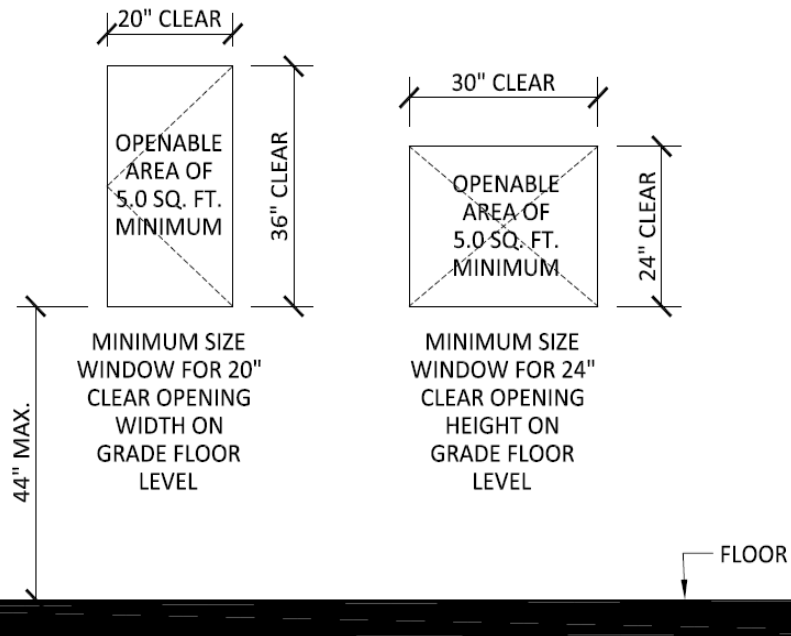


# Emergency Escape & Rescue Openings

Above Grade



At Grade And Below Grade



NOTE: WINDOW WELLS SHALL HAVE A MINIMUM HORIZONTAL AREA OF 9 SQ. FT. WITH A MINIMUM HORIZONTAL PROJECTION AND WIDTH OF 36"

## Window Information

Please fill in the information below for each window being replaced, or new window opening being installed.

Window	U-Factor	Size	Type	Location In Home (include floor level) and if Replacing Existing or New Opening
<i>Example</i>	<i>.30</i>	<i>20x24</i>	<i>Slider</i>	<i>Bedroom</i>
Window 1				
Window 2				
Window 3				
Window 4				
Window 5				
Window 6				
Window 7				
Window 8				
Window 9				
Window 10				