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## COMMUNITY DEVELOPMENT DEPARTMENT

# WINDOW, SKYLIGHT, and DOOR

### Permit Information:

- Submit a permit application.
- Submit proposal/scope of work:
  - Indicate number and style (windows = double-hung, slider, etc. / doors = front, patio, etc.)
  - Indicate whether the window/door rough opening size will be altered.
- Submit manufacturer's specifications sheet noting U-factor of glass in windows/doors.
- Contractors must be registered with the Village and have a Surety Bond.
- If house was built before 1978: provide the Village with the required EPA Pre-renovation Right form for Lead hazards that is signed by owner. Include a copy of contractor's Lead Certification.
- The Village will contact you when the permit is ready for pickup.
- The Village only accepts cash or check for payment of permit fee.

### Window/ Skylight/Door Requirements:

- Thermal performance of glass: Windows U-factor 0.32 or less. Skylights U-factor 0.55 or less.
- Safety glass requirements:
  - Windows in a hazardous location (2003 IRC section R308.4).
  - Skylight glazing shall be one of the following: fully tempered glass, Heat-strengthened glass, wired glass, approved rigid plastics.
  - Safety glass shall have a permanent label (etching, etc.)
- Emergency escape and rescue windows:
  - Operation of window: The required clear opening dimensions shall be obtained by the normal operation of the window from the inside.
  - When bedroom or basement windows are replaced, the existing clear opening size must be maintained or comply with all of the following. Measurements taken with window open.
    - Minimum net clear opening area: 5.7 square feet (5.0 sq. ft. for ground floor windows)
    - Minimum clear opening height: 24 inches.
    - Minimum clear opening width: 20 inches.
- Doors between garage and house shall be either: solid wood at least 1 3/8" thick, solid or honeycomb core steel at least 1 3/8" thick, or 20-minute fire-rated.

### Inspections:

- 2 day notice is required to schedule inspections.
  - Progress
  - Final

If you have questions on your project, please contact  
the Community Development Department at 847-639-1100.