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## COMMUNITY DEVELOPMENT DEPARTMENT

# WINDOW, DOOR, and SKYLIGHT

### Permit Information:

- Submit a completed permit application.
- Submit a 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 0.30 or less.** Skylights U-factor 0.55 or less.
- Safety glass requirements:
  - Window in a wall enclosing tub / shower.
  - Glass in a door, or any window within 24" horizontally of a door jamb.
  - Skylights.
  - Windows in any hazardous locations listed in 2003 IRC section R308.4.
  - Safety glass shall have a permanent label (etching, etc.).
- Emergency escape and rescue windows:
  - If bedroom or basement window replacements are the same size and type (casement, double-hung, etc.) compliance has been met.
  - If bedroom or basement window size/type is changed current egress requirements must be met. See the Window-Egress Requirements handout for additional information.
- Install flashing or flashing tape at door sill.
- Use low-expanding spray foam or batt insulation to fill gap between door/window and rough opening.
- Extend flashing at head up under housewrap, then out & down over door/window. Tape housewrap to flashing.
- Lay housewrap over, and tape to, nailing flange/capping at jambs. If there are no nailing flanges, extend aluminum capping or flashing tape across gap between door/window and rough opening, then under housewrap/siding. Tape housewrap to capping/flashing tape.
- Caulk exterior joints/seams around door/window to prevent water infiltration.
- Door 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.
  - Shall be self-closing.

### 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.