



COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

DOOR(S) & WINDOW(S): (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Permit Addendum – Door & windows, signed.
- ☐ Contractor's Quote OR documentation regarding the windows/doors to be installed. The document needs to include dimensions of doors and windows, fire rating for doors and U-Factor of windows.
- ☐ Letter of Approval with window/door specs from homeowner's association, when applicable.
- ☐ Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.

I attest that I have submitted all information as required above regarding the permit applied for at:

_____ Glendale Heights, IL 60139

_____ Name (Printed)

_____ Signature

_____ Date



VILLAGE OF GLENDALE HEIGHTS
300 Civic Center Plaza
Glendale Heights, Illinois 60139
Community Development Department
(630) 260-6030

BUILDING PERMIT APPLICATION
(Please Print CLEARLY)

DATE: _____

PROPERTY ADDRESS: _____, GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: \$ _____ HOMEOWNERS ASSOC. ☐ YES ☐ NO

CHECK ONE:

- | | | | | |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST. | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> SIDING | <input type="checkbox"/> HVAC | <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> SHED |
| <input type="checkbox"/> REMODEL | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> DECK |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> DOORS | | <input type="checkbox"/> DRIVEWAY APRON | |
| <input type="checkbox"/> OTHER _____ | | | <input type="checkbox"/> OTHER PAVEMENT | |

SCOPE OF WORK/DESCRIPTION: _____

****ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) _____

SIGNATURE OF APPLICANT _____

DIR. OF COMM. DEVELOPMENT: _____

DATE APPROVED: _____

DO NOT WRITE IN THIS SPACE

Permit No.: _____

Date Issued: _____

Permit Expires: _____

Zoning District: _____

Initial Deposit: _____

Construction: _____

Fire Protection: _____

Site Improvement: _____

Sewer Connection: _____

Water Connection: _____

Water Meter: _____

Penalty: _____

Building Deposit: _____

Engineering Deposit: _____

Permit Fee: _____

Required Deposit: _____

TOTAL FEE: _____

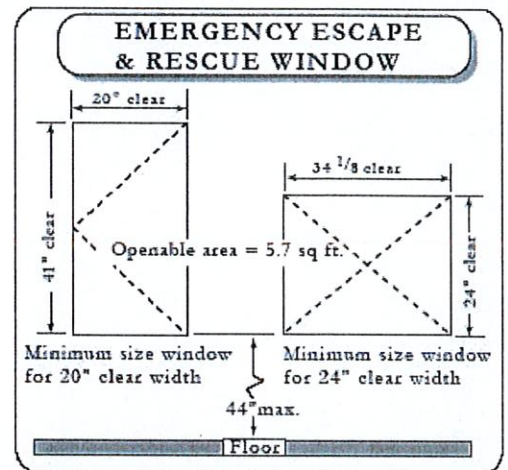
1. All construction work involving windows and/or doors (new, replacement, or removal) shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.

- 2006 International Residential Code
- 2015 International Energy Conservation Code

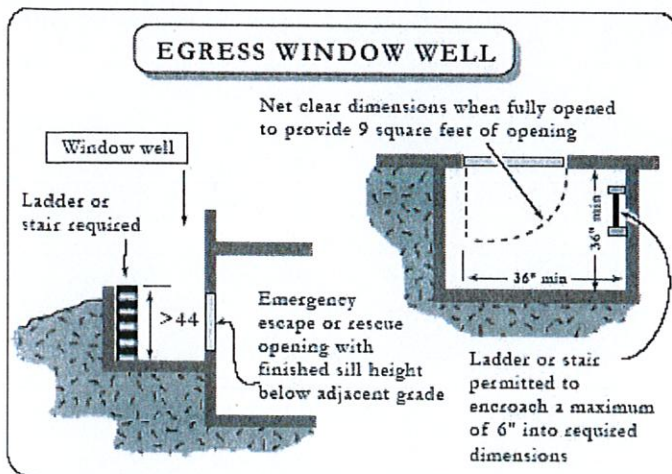
EVERY BEDROOM (and any finished basement that does not have a bedroom) shall be provided with at least one (1) new or replacement window that complies with the egress requirements identified herein.

2. Basements and every sleeping room shall have at least one (1) operable emergency escape and rescue opening. (IRC R310.1) Window openings must achieve the minimum opening requirements:

- a. Minimum Width = 20"
- b. Minimum Height = 24"
- c. Minimum Area = 5.0 Sq. Ft. on the 1st floor and 5.7 Sq. Ft. above or below the 1st floor.
- d. Maximum Height (from floor to sill) = 44"



For windows being replaced in an existing opening, the Village has amended the code to reduce the minimum required opening by 2" in both width (18") and height (22"). The minimum opening area shall be reduced by the value calculated from the reduced height and width requirement.



3. For any emergency escape and rescue opening located below the adjacent ground level, a window well must be provided that meets the following criteria:

- a. Minimum Width = 36"
- b. Minimum Depth = 36"
- c. Minimum Area = 9 Sq. Ft.
- d. Maximum Height = 44" (without a ladder)

If the window well is higher than 44", a ladder must be provided within the window well. The ladder shall be at least 12" wide, with rungs spaced no more than 18" apart vertically, and must project from the wall at least 3", but not more than 6" into the required opening.

Bars, grills, screens or other obstructions placed over emergency escape and rescue openings, or window wells, shall not reduce the opening area below the minimum requirement, and shall be releasable or removable from the inside without the use of a key, tool, or special knowledge, or force greater than that which is required for normal operation of the escape and rescue opening.

PERMIT ADDENDUM -
DOOR & WINDOW

PERMIT _____
ADDRESS _____

All window wells that are adjacent to pedestrian walking surfaces shall be protected by a guard not less than 36" in height or by grating (or similar construction). Either the guard or the grating shall be capable of supporting a load of at least 200 lbs.

4. For windows being replaced in an existing opening, where full compliance with the Village code is not possible (without altering the existing structure), the "MAXIMUM ACHIEVABLE" clear opening shall be determined by the Building Code Official based upon industry standard sizes of typical residential windows (i.e. double hung, slider, and casement) that come closest to meeting the required dimensions.

5. Where the sill height of an existing window is greater than 44" and less than 53", a permanently mounted step conforming to the following specifications shall be accepted as satisfying the sill height requirement:

- Minimum Tread Depth = 10"
- Maximum Riser Height = 7.75"
- Minimum Width = 36" (or width of window opening, whichever is less)
- Capable of supporting a 300-pound concentrated load

6. The door separating the garage and residence shall be solid wood not less than 1-3/8" in thickness, solid or honeycomb steel doors not less than 1-3/8" in thickness, or 20-minute fire-rated, shall be weather-stripped, and be equipped with a self-closing device.

7. All new and/or replacement windows and exterior doors (including between the garage and residence) shall have a U-factor less than or equal to 0.32 (IECC R402.3.1)

ALL STICKERS MUST REMAIN ON WINDOWS UNTIL AFTER INSPECTION

8. Safety glazing is required in all of the following locations: (IRC R308.4)

- 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, or
 - Encloses a bathtub, shower, pool, hot tub, spa, whirlpool, sauna, or steam room, or
 - Within 36" horizontally of a stairway, landing or ramp (or 60" of the bottom tread of a stairway)
- Fixed or operable glazing greater than 9 sq. ft. where the bottom edge is less than 18" above the floor

9. 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. (IRC R303.1)

10. Windows shall be anchored in accordance with the published manufacturer's recommendations to achieve the design pressure specified. (IRC R613.8.1)

Please note the following additional requirements:

- A final inspection is required for all window and door installations. If any reconfiguration of the opening is performed as part of the work scope, a rough framing inspection is also required, at which time the insulation in the immediate area of the work will also be inspected.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature _____

Date _____

REV 05/2020



Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: permits@glendaleheights.org

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION INFORMATION

REGISTRATION TYPE:

☐ NEW REGISTRATION

☐ RENEW REGISTRATION

TRADE(S):

- ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY
☐ WINDOW ☐ OTHER / SPECIALTY _____

COMPANY AND APPLICANT INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____

APPLICANT NAME: _____

PHONE: _____

APPLICANT ROLE:

☐ OWNER

☐ EMPLOYEE

☐ AGENT

EMAIL: _____

ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. *Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

I do hereby attest that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE: _____

DATE: _____

FOLLOWING PAGES
FOR APPLICANT

DO NOT RETURN
WITH APPLICATION

Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

Code References

- 2006 International Residential Code
- 2006 International Energy Conservation Code.

If you're not sure whether a permit is required or have a question regarding your project, call the Department of Community Development BEFORE you start to build at 630-260-6030

WINDOWS & DOORS

Emergency Escape &
Rescue Opening

Safety Glazing

Natural Light & Ventilation

Energy Conservation

This brochure contains general information and is not to be used for interpretation of actual village codes. The drawings used in this brochure are intended to aid in the understanding of the zoning ordinance. They are for illustrative purposes only and are not intended to be used for interpretation of actual zoning regulations. Please contact the Department of Community Development during regular business hours regarding specific questions.

VILLAGE OF GLENDALE HEIGHTS DEPARTMENT OF COMMUNITY DEVELOPMENT

300 Civic Center Plaza
Glendale Heights, IL 60139
(630) 260-6030
(630) 260-1317 fax
comdev@glendaleheights.org



Emergency Escape and Rescue Opening (EERO)

1. Basements and every sleeping room shall have at least one (1) operable emergency escape and rescue opening. (IRC R310.1) Replacement windows must maintain the minimum opening requirements:

- a. Minimum Width = 20"
- b. Minimum Height = 24"
- c. Minimum Area = 5.0 Sq. Ft. on the 1st floor and 5.7 Sq. Ft. above the 1st floor.
- d. Maximum Height (from floor to sill) = 44"

2. For any emergency escape and rescue window located below the adjacent ground level, a window well must be provided that meets the following criteria:

- a. Minimum Width = 36"
- b. Minimum Depth = 36"
- c. Minimum Area = 9 Sq. Ft.
- d. Maximum Height (without a ladder) = 44"

If the window well is higher than 44", a ladder must be provided within the window well that projects from the wall at least 3" and no more than 6".

Safety Glazing

Safety glazing is required in all of the following locations: (IRC R308.4)

- 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, or
 - Encloses a bathtub, shower, pool, hot tub, spa, whirlpool, sauna, or steam room, or
 - Within 36" horizontally of a stairway, landing or ramp

Natural Light & Ventilation

- 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. (IRC R303.1)

Energy Conservation

1. All new or replacement windows shall have a U-factor less than or equal to 0.32 (IECC R402.3.1)
2. All new or replacement doors shall have a U-factor less than or equal to 0.32 (IECC R402.3.1)



RESIDENTIAL EGRESS WINDOWS

Historical Background

The Village has currently adopted the ICC 2006 International Residential Code (IRC), which establishes minimum requirements for egress from bedrooms and habitable basements.

Before the ICC, the Village adopted the BOCA code, which has the same egress requirements going back at least as far as 1975. The 1970 code was less clearly defined, but more strict.

In the past if someone decided to replace their windows, the Village did not require a permit if the window fit into the same opening. However, work was still required to comply with the code.

Effective January 1st 2013, the State of Illinois requires that all municipalities enforce the 2012 International Energy Conservation Code. This code establishes a minimum insulation rating for all windows and exterior doors. To comply with state law, the Village of Glendale Heights now requires a building permit for all window and exterior door replacements.

Remodeling/Window Replacement

The Village requires that **all replacement windows must provide the code required minimum egress, or get as close to the requirement as possible without altering the structure.**

Section R102.7.1 of the IRC (below) requires that property owners comply with the current code when they remodel their properties. This is required for the areas that are being altered (example: it is not required to install outlets in the kitchen if the bedroom is being remodeled).

R102.7.1 Additions, alterations or repairs.

Additions, alterations or repairs to any structure shall conform to the requirements for a new structure without requiring the existing structure to comply with all of the requirements of this code, unless otherwise stated. Additions, alterations or repairs shall not cause an existing structure to become unsafe or adversely affect the performance of the building.

This may impact the appearance of some homes as residents may need to change from existing double hung or slider windows to another type of window (casement, etc.) in order to achieve the required egress. The homeowner may choose to alter the structure if they wish to retain a particular type of window that does not meet the egress requirement using the existing opening.

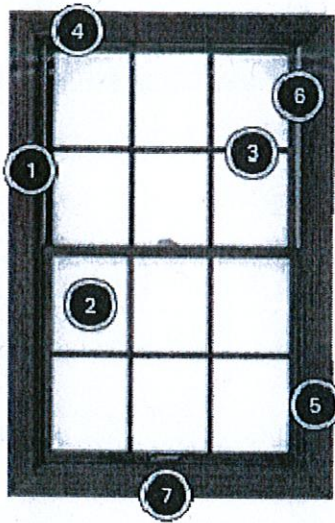
Rental / Real Estate Transfer (RET) Inspections

As part of all rental and real estate transfer inspections, the Village inspects windows for compliance with the egress requirements. If windows do not comply, the Village requires that they be brought into compliance based upon the following criteria:

- If the window(s) are on the first or second floor we require that they be replaced to comply with egress without requiring the structure to be altered.
- If the basement does not comply with egress, it must be brought into compliance, including altering the structure if necessary.

Renewal Rental Units

- Compliance is required within (1) year of notification.



GLOSSARY OF WINDOW PARTS

Mullion – A major structural vertical or horizontal member to combine two or more windows together.

Casing – Exposed molding or framing around a window or door, on either the inside or outside, to cover the space between the window frame or jamb and the wall.

1. Frame – The combination of the head, jambs and sill that forms a precise opening in which a window sash fits.

2. Glass / Pane – A framed sheet of glass within a window frame.

3. Grille / Muntin – Any bar that divides window glass into smaller panes. Also called a windowpane divider.

4. Head – The main horizontal part forming the top of the window frame.

5. Jamb – The main vertical parts forming the sides of a window frame.

6. Sash – A single assembly of stiles and rails made into a frame for holding glass.

7. Sill – The main horizontal part forming the bottom of the frame of a window.

Rail – Horizontal member of a window sash on a double-hung or slider.

Top rail – On a double-hung window, the top rail of the upper sash.

Keeper rail – On a double-hung window, the bottom rail of the upper sash.

Lock rail – On a double-hung window, the top rail of the lower sash.

Lift rail – On a double-hung window, the bottom rail of the lower sash.

Check rail – Collective term for both Keeper rail & Lock rail together.

Stile – Vertical member of a window sash on a double-hung or slider.

Vent – Alternate name for the sash in either a casement or awning window

WINDOW TYPES

Awning – A window unit in which the bottom of the sash swings outward for ventilation.

Bay – A composite of three windows, usually made up of a large center fixed unit and two flanking units at 30-, 45- or 90- degree angles to the wall.

Bi-passing Slider – A window unit that has two operable sashes which move horizontally in the frame.

Bow window – A composite of four or more window units in a radial or bow formation.

Casement – A window unit in which the single sash cranks outward, to the right or left.

Clerestory – A venting or fixed window above other windows or doors on an upper outside wall of a room.

Cottage double-hung – A double-hung window in which the upper sash is shorter than the lower sash.

Double-hung – A window unit that has two operable sashes which move vertically in the frame.

Fixed – Non-venting or non-operable window. Also known as picture window.

Hopper – A window unit in which the top of the sash swings inward.

Jalousie – Louver blades open to maximize airflow through opening.

Single-hung – A double-hung type of window in which the top sash is fixed or inoperable.

Slider – A window unit that has one operable sash which moves horizontally in the frame.

Transom – A small window that fits over the top of a door or window, primarily for additional light and aesthetic value.