



## **GENERAL INSTRUCTIONS FOR WINDOW & DOOR REPLACEMENT PERMIT**

### **Need to submit:**

1. Building permit application filled out completely, including cost of job for labor & materials (page 4).
2. Window & Door Replacement worksheet filled out completely (page 3)
3. Copy of contract, detailing the following:
  - a. Locations of the windows or doors to be replaced
  - b. Type of windows or doors to be installed
  - c. Size of the replacement windows or doors
4. Copy of the manufacturer's installation instructions detailing the manner in which the gap between the structure's rough opening and the new windows or doors will be sealed.

### **Requirements:**

1. The requirements listed below are not limited to these items and all work shall meet the requirements of the 2021 International Residential Code and all local amendments.
2. Windows located in hazardous locations:
  - a. Some windows within the home are considered to be located in hazardous locations. These windows do require safety glazing and include windows in the following locations:
    - i. Glass located within doors
    - ii. Glass located within 24 inches of a door's edge and located 60 inches or less above the floor
    - iii. Glass located less than 18 inches above the floor and 9 square feet or larger in size
    - iv. Glass located within enclosures or walls that face a bathtub, shower, or hot tub and are within 60 inches of its edge and located 60 inches or less above the walking surface in this area
    - v. Glass located adjacent to a stairway, ramp, or landing located within 36 inches of the stair's edge and 60 inches or less above the stair's walking surface
    - vi. Glass located adjacent to the bottom tread of a stairway within 60 inches in any direction and 60 inches or less above the walking surface in this area
    - vii. Glass located within a tub or shower area located 60 inches or less above the floor
  - b. The locations noted above do have exceptions. These requirements should be verified prior to ordering windows.
3. Windows within sleeping rooms and habitable basements
  - a. It is important that at least one window in each sleeping room and habitable basement be provided with the largest clear opening as possible.
  - b. Replacement windows installed within sleeping rooms shall be the largest standard replacement window available that will fit within the rough opening. The replacement windows shall not reduce the minimum required width or height of the clear sash opening.



**BUILDING & PERMITS DEPARTMENT**

100 Parkers Mill • Oswego, IL. 60543 • (630) 554-2310

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- c. Replacement windows shall be of the same type/design as the ones removed unless a larger and more code compliant window is provided.
- d. Installation of a new window or replacement larger than what existed previously shall adhere to the following:
  - i. Clear opening of 5.7 square feet and 5.0 square feet when the windowsill is 72 inches or less above the exterior grade.
  - ii. Window shall provide a minimum of 24 inch clear opening height and a minimum of 20 inch clear opening width. The total of both is required to equal the 5.7 square foot minimum.
  - iii. The sill height shall be 24 inches or more above the interior finisher floor or the window shall be provided with a device that restricts the opening to less than 4 inches.

**Note to applicant:** Contact your Homeowner's Association before you begin work. The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner's Association.



**WINDOW & DOOR REPLACEMENT WORKSHEET**

1. Replacement of existing windows or doors with no size changes? **YES** or **NO**
  
2. Are any windows to be replaced located within a sleeping room? **YES** or **NO**
  
3. Is the installation of new windows or doors in walls that did not contain openings previously?  
**YES** or **NO**    **If YES**, provide structural details for the installation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Is the installation of new windows or doors larger than what existed previously?  
**YES** or **NO**    **If YES**, provide structural details for the installation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Indicate the u-factor of the windows to be installed or attach manufacturer's specifications for the replacement windows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Describe the method used to seal the gaps between the structure's rough window opening and the replacement windows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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RECEIVED \_\_\_\_\_  
 ENTERED \_\_\_\_\_  
 APPROVED \_\_\_\_\_  
 CONTRACTOR REG. \_\_\_\_\_  
 COMPLETE \_\_\_\_\_

# Building Permit Application

Permit No. \_\_\_\_\_

<b>CUSTOMER/OWNER INFORMATION</b>	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
<b>CONTRACTOR INFORMATION</b>	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

**Approximate Construction Cost (Including Labor): \$** \_\_\_\_\_  
 \*\*\*All permit applications require supplementary documents for each permit request\*\*\*

<b>EXISTING &amp; NEW STRUCTURE REQUESTS</b>	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC <input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	<b>CHICKEN COOP &amp; TENT</b>	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent
<b>COMMERCIAL &amp; NEW HOME REQUESTS</b>	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Senior Housing <input type="checkbox"/> Two Family Residence (Duplex) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Multi-Family Residence • (No. Units _____) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Demolition <input type="checkbox"/> Commercial/Industrial Building (NEW) <input type="checkbox"/> Commercial/Industrial Remodeling (Build outs) <input type="checkbox"/> Fire Protection: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Ansul <input type="checkbox"/> Storm Water Connection <input type="checkbox"/> Right of Way	<b>Square Footage of All Areas</b>	1st Floor _____ 2nd Floor _____ 3rd Floor _____ Add. Floors _____ Basement _____ Crawlspace _____ Garage _____ Porch _____ Deck/Patio _____ Outdoor Seat. _____ Outdoor Storage _____ <b>Total</b> _____
	<b><u>New Residential Only</u></b> No. of Bedrooms _____ No. of Baths _____	<b><u>New Construction Only</u></b> No. of Tenant Spaces _____ No. & Sizes of Water Connect _____ _____	

**Certificate:**

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_