



Community Development Department  
 1200 L.W. Besinger Drive - Room 214  
 Carpentersville, IL 60110  
 Hours: M-F 8:30 AM – 5:00 PM  
 Phone (847) 551-3478  
 Fax (847) 426-0864  
<http://vil.carpentersville.il.us>

## Replacing or Framing in New Windows

<b>Address:</b>	<b>Date Received:</b>
<b>Applicant Name:</b>	<b>Checked in by:</b>
<b>Applicant Daytime Phone:</b>	<b>Date Returned to Applicant:</b>
<b>Applicant Email Address:</b>	

I understand that any missing or incomplete items or failure to clearly describe the proposed scope of work will cause this plan review to be delayed until the submittal is complete and/or the work is correctly described. Upon submittal of the remaining items, I understand that the plans are still subject to review by the Village and that corrective measures and/or additional information may be required.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submittal Checklist, minimum requirements:**

OK	N/A	Item Description
<input type="checkbox"/>	<input type="checkbox"/>	Homeowners Association approval letter, if required
<input type="checkbox"/>	<input type="checkbox"/>	Completed building permit application
<input type="checkbox"/>	<input type="checkbox"/>	Detailed scope of work

Comments / Other Submittals Required:

**Minimum Requirements:**

1. Low 'E' energy efficient glazing required within habitable spaces. The maximum fenestration "U" factor of windows is .035 within habitable spaces.
2. Safety (tempered) glazing required that meets ALL of the conditions below:
  - A. Glazing 9 square feet or larger
  - B. Glazing less than 18 inches above the floor
  - C. Glazing 36 inches or more above the floor where a walking surface is.
  - D. Safety glazing required in sliding (patio) doors.
  - E. Safety glazing required when within 24 inches of a door and less than 60 inches above door.
  - F. Safety glazing required along walls that enclose hot tubs, whirlpools, bathtubs, and showers when less than 60 inches above the floor.
3. All habitable rooms generally must have at least 8 percent of their floor area in glazing.
4. new framed-in windows must have double header support above the windows.
5. New framed windows must be insulated within wall space below and at the rough opening.
6. In each ground floor bedroom, one window with a minimum 5.0 square feet of net opening is required. The minimum net clear opening height is 24 inches. The minimum net clear opening width is 20 inches. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge. In each bedroom above the ground floor, one window with a minimum 5.7 square feet of net opening is required.
7. In each bedroom, at least one window must have a window sill no higher than 44 inches above the finished floor.
8. All windows must be installed with flashing along their exterior edges and installed in a weather-tight manner.
9. All windows must be installed in accordance with manufacturer's installation instructions and in a workmanship-like manner.
10. Keep manufacturing labels on windows until after inspection.
11. Building permit fee is \$25.00
12. **Please note that there is a \$50.00 fee for re-inspections.**

**Minimum Required Inspections:**

1. Combined rough and insulation inspection for new framed in windows before installing drywall, as needed.
2. Final inspection when the work is complete.

**Schedule Inspection with:**

Community Development Department at 847-551-3478

**For More Information:**

Visit our website page at: <http://vil.carpentersville.il.us/building.htm>