

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

WINDOW & DOOR PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

CONTRACTOR INFORMATION (If applicable)

Contractor Type: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

OTHER CONTACT INFORMATION (If applicable)

Contact Type: _____

Business Name: _____ Contact Person: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner Contractor Tenant
 Other: _____

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name & Title (please print): _____

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For Office Use Only

Submittal Checklist: Application Complete Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

WINDOW & DOOR PERMIT WORKSHEET

DESCRIPTION

Is safety glass required?: Yes No U-Factor: _____ (not greater than .32)

Is this a structural change?: Yes No If yes, explain: _____

Description of Work: _____

SUBMITTAL CHECKLIST

Provide a full description of all work including any related repair or alteration work.

Village of South Elgin
Window & Door Permit Fact Sheet



MINIMUM REQUIREMENTS:

1. A permit is required when replacing an exterior door or window or when a change is made to the size, location, or frame. *R105*
2. Windows must have a U-Factor not greater than 0.32. Leave all U-factor energy rating tags on windows until after inspection. *402.1.1*
3. The tolerance area between the rough stud opening and the new frame shall be properly insulated. Openings between window and door assemblies and their respective jambs and framing must be sealed to limit infiltration by use of weatherstripping or insulation. *402.4.1*
4. All exterior door locks must be of exterior grade, made for the purpose and shall unlock from the inside without the use of a key or tool. *R311.2*
5. Safety glass is required in all hazardous locations. *R308.4*
6. At least one window in each sleeping area must have a minimum of 5.7 sq. ft. of open area. *R310.1.1*
7. The installer is responsible for following manufacturer's specifications.

Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.

PERMIT FEE:

1. \$30, which includes the final inspection. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

INSPECTION REQUIREMENTS:

1. If structural changes are made, a rough inspection is required before installation of any window/door frames or concealment.
 2. A final inspection is required upon completion of window/door installation.
- Failure to schedule an inspection will result in penalties.

SUBMITTAL REQUIREMENTS:

1. Complete, sign and date the permit application.
2. Provide a full description of all work.

The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.