

WINDOW & DOOR REPLACEMENT

Permit Submittal:

- **Permit application.** Include estimated cost of construction and all contractors and their contact information listed.
- Submit manufacturer's specifications sheet noting U-factor of glass in windows/doors.
- Submit a proposal / scope of work:
 - o Indicate number and style (windows = double-hung, slider, etc. / doors = front, patio, etc.).
 - o Indicate whether the window/door rough opening size will be altered.
- **Fees.** The city will contact you when your permit is ready. Payment can be made online or in person. Cash, check, or credit/debit cards are accepted.
- Permit will be issued within 24 hours of submittal if requirements are met.

Construction Requirements:

- All window replacements to be in accordance with the 2021 Illinois Energy Conservation Code, with local Amendments.
- **U-factor must be .30 or less for windows and sliding doors.**
- All habitable rooms shall have a minimum of 8% natural light and 4% natural ventilation.
- Windows shall be properly flashed and insulated according to window installation instructions.
- Basements with habitable space and every sleeping room shall have at least one operable emergency egress and rescue window or exterior door opening for emergency escape and rescue.
- Egress window maximum sill height 44-inches above finished floor.
- Egress window openings shall have a minimum net clear opening of 5.7-sq/ft. Grade floor escape window openings shall have a minimum net clear opening of 5-sq/ft.
- Egress window minimum clear opening height 24-inches and a minimum clear opening width 20-inches.
- Casement windows taken at 90 degrees.
- Tempered glass shall be required for locations such as glazed openings in fixed and operable panels of swinging, sliding, and bifold doors, areas within 24-inches of a door, in enclosures for or walls facing bathtubs and showers, and any other area designated as a hazardous location in accordance with the 2018 IRC.
- No change to the rough opening of the windows.
- Window specifications shall be on site for inspection.
- Stickers to remain on windows until inspection completed.

Inspections:

- 24-hour notice is required when scheduling inspections. Call 815-363-2170 to schedule.
- Inspections are schedule Monday-Friday, 9am – noon or 1pm - 4pm.
 - o An In-Progress inspection is required to verify flashing, insulation, and U-factor.

Please note the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 363-2170 or ced@cityofmchenry.org