

RE: Fenestration [Window, Door, skylight, etc.] Replacement Permit Inquiry

Here is a list of items that we would request in a submittal for a Fenestration (the official word for any assembly with 'glass' in it, i.e. windows, doors and skylights, etc) Replacement Permit:

- Permit application, 2 pages (attached pdf);
 - In a 'Detached' Single Family Residence (D/SFR) scenario, the Property Owner would complete the application
 - In a Multi Family Residence (MFR) scenario, or a 'Attached' Single Family Residence (A/SFR) the Home Owners Association (HOA) & the Unit / Property Owner would both complete the application, this assures that the HOA 'Authorizes' the project as many times the exterior portion of a building is considered common area.
 - The HOA can complete & sign as the Property Owner sections, the form can be altered to read "HOA". The HOA authorization can also be submitted in a separate/written attached document, or an e-mail will also suffice
 - The Owner of the Condo can complete & sign in the area where it indicates 'Tenant' sections but again the form can be altered to read "Condo Owner"
 - Note that the applicable HOA will need to Authorize the project.
 - The Contractor completes the appropriate section on page 2, paperwork (insurance, bonds, etc.) requirements are listed at the left margin
- A Scope Of Work / Proposal from the Contractor doing the work typically provides us with ample information to review the project, however, here is a list of the items we look for in that documentation to adequately review the proposed project:
 - Provide the manufacturer's U-Factor of all replacements fenestration (the U-Factor reveals the insulating value of the assembly)
 - Provide the location/room description of the window(s) and/or door(s) and the overall rough opening & operable opening size(s). The reason for this is if it is possible, if the current window does not meet current emergency egress dimensions (per 2009 IRC, Section R310, Emergency Escape & Rescue Openings), we ask that all efforts be made to make the operable portion(s) of the 'new' window meet the requirement; please note that in no case would we require that the existing rough opening be altered. Note that often times a manufacturer has the capability to provide an alternative window design and/or hinging hardware that can make the Emergency Escape opening code compliant.
 - Clearly indicate on the plans any area that would be Tempered / Safety Glass – this is typically etched into the glass, if it is not, we will require an affidavit from the manufacturer verifying this.
 - Provide the proposed method of Insulation for the spaces between the fenestration assembly & the rough framing (jamb, head, sill, etc.), (typically "Low Expanding Foam" is used)
- The Village of Willowbrook's required Inspections for a fenestration replacement is typically:
 - "Rough Framing / Insulation"; this verifies the: U-factor-(stickers on the window), operable opening size, safety glazing, insulation, construction practices, etc.
 - We feel the most important part of any fenestration installation is the "Rough Framing" stage, and we do not necessarily require a "Final" unless the resident specifically requests one. To complete the project, we have in the past received a correspondence stating, sometimes photos attached, that the trim was installed and that all work is completed; at that point we, the Village of Willowbrook, will Issue the you, the resident, a "Certificate of Completion" – closing the file out.
 - Once again, please keep in mind if you feel the need for us to physically view the completed project, we can certainly schedule that for you.
- Please allow approximately 10 business days to process the Building Permit.

If you have any questions regarding this matter please do not hesitate to contact me.

Thank you

Roy Giuntoli

Building Inspector

Village of Willowbrook

Office: (630) 920-2262

rgiuntoli@willowbrook.il.us