



VILLAGE OF LAKEWOOD BUILDING DEPARTMENT

2500 LAKE AVENUE • VILLAGE OF LAKEWOOD, IL 60014
815 / 459 – 4671 • FAX 815 / 459 – 3156

GUIDELINES FOR WINDOW & DOOR OPENING REPLACEMENT

- ❑ **Submit:** a Surety bond (License & Permit Bond) from the Contractor's insurance company made to the Village of Lakewood in the amount of \$10,000
- ❑ **Submit:** a completed Building Permit Application
- ❑ **Submit:** a fully completed Window/Door Opening Schedule (See Below). 1 line for each opening. Utilize multiple forms as needed.
- ❑ **Submit:** pictures of the existing elevation(s) of the home where replacement(s) are occurring
- ❑ **Submit:** a copy of proposal, signed by the property owner
- ❑ **Submit:** a specification/cut sheet for the proposed products with the options circled or highlighted.
- ❑ **Submit:** a check made payable to the Village of Lakewood
- ❑ If rough openings are being modified, **SUBMIT** new header information (size, span, cripple stud count) in Opening Schedule or elsewhere. ALL modified framed openings must meet egress requirements where applicable. If openings are being modified, **SUBMIT** pictures of the existing elevation(s) of the home where replacement(s) are occurring.
- ❑ A \$100 Cash Performance Bond will be added to the permit fee above and refunded upon written request given completion of permit requirements. The Cash Performance Bond shall be forfeited if the permit requirements are not met or the Bond Release Request is not received within 30 days of project completion. (Exempt for work performed by homeowner.)

BUILDING DEPARTMENT REQUIREMENTS

- ❑ Opening Replacement Permits: \$130 (Minimum) fee & Expires in 6 months
- ❑ Additional Inspections / Re-inspections- will incur additional charges
- ❑ Permit Extension: ½ original fee (2 max)
- ❑ Permit Reinstatement: ½ original fee, but only ½ the time (45 days)
- ❑ Permits Expired without work completed are closed and not refundable.
- ❑ **Rough Inspection** to be conducted as requested when windows/doors are installed, exterior flashing is in place and insulation is installed. Prior to drywall and any interior/exterior trim. *All manufacturer stickers/labeling to be in place at rough inspection.*
- ❑ *Any modifications of the structure shall be inspected at rough as well. Firestop shall be in place. (If Req'd).*
- ❑ **Final Inspection** to be conducted when all work is complete

GENERAL WINDOW REQUIREMENTS

- ❑ All new and replacement windows and doors shall have a U-Factor that complies with the currently adopted energy code.
- ❑ Each sleeping area shall have 1 egress window/opening
- ❑ Specifically denote safety glazing locations
- ❑ **2018 International Residential Code has been adopted by the Village of Lakewood with Amendments.

VILLAGE OF LAKEWOOD WINDOW/DOOR OPENING REPLACEMENT SCHEDULE

<u>Room Name/Location:</u>	<u>Window/Door U-Value 0.XX</u>	<u>New Muntins Match Existing Muntins? (Y)es/(N)o</u>	<u>Rough Opening Being Modified (Y)es/(N)o</u>	<u>Where Egress Window is required by code, provide reason* why egress is not provided.</u>	<u>Safety Glazing Required As Per Code (Y)es/(N)o</u>	<u>Window Opening Control Devices Required Per Code? (Y)es/(N)o</u>

***Reason for not providing code compliant egress window**

- (1) Largest available window for existing rough opening does not comply with code egress requirements.
- (2) Other code compliant egress provided elsewhere
- (3) Other: Write explanation here/below