

WINDOWS

BUILDING PERMIT APPLICATION

Application Date ____/____/____

| Property & Owner Information | | | |
|---|--|--------------------------|-------------|
| Owner Name | | | |
| Phone | | | |
| Email Address | | | |
| Street Address | _____ | | |
| | Romeoville, Illinois 60446 | | |
| Subdivision & Lot # | Subdivision _____ | | Lot # _____ |
| Work Performed by Homeowner | | | |
| If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form. | | | |
| Contractor Information | | | |
| If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village. | | | |
| General Contractor Name | | Village Registration No. | |
| General Contractor Address (no P.O. Box) | | | |
| General Contractor Phone #: | | Email Address | |
| Sub-Contractor Name | | | |
| Sub-Contractor Address and Phone #: | | | |
| Who is the applicant? | <input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor | | |
| Who will be doing the work? Check all that apply. | <input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s) | | |
| Who is the contact person? | <input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor | | |
| Estimated Cost | \$ _____ | | |

| | | |
|------------------------|--|---|
| Office Use Only | | <div style="border: 1px solid black; padding: 5px; text-align: center;"> Status Sticker <small>OFFICIAL USE ONLY</small> </div> |
| Application Date: | | |
| Received By: | | 50.00 Cost of Permit:\$ |
| | | |
| Permit #: | | |



Description of project

- ✓ *List all materials being used in the project. Indicate the room location of each window(s) to be installed (i.e. bedroom, living room, etc.).*
- ✓ *Provide the size and style of each window that is being replaced (i.e. double hung, single hung, casement, slider, etc.). The window style shall not decrease the existing window net clear opening horizontally or vertically.*
- ✓ *The net clear opening of the existing window shall not be decreased by the new window style being installed.*
- ✓ *Indicate the window(s) that are being replaced will be installed to the existing opening(s). If a window opening is enlarged, provide a framing detail.*
- ✓ *Submit the manufacturer's installation instructions for the window(s) that will be installed.*
- ✓ *Per the 2012 International Energy Conservation Code, the new window(s) shall have a maximum U-FACTOR rating of 0.32. This information shall be provided before the permit application will be processed.*
- ✓ *Submit clear openings (5.7 square feet for below grade and 5.0 square feet at grade) of all emergency escape and rescue openings, (basements, habitable attics and every sleeping room) shall meet this requirement.*
- ✓ *Corrosion-resistant flashing shall be installed above wood at all windows and doors.*
- ✓ *Fenestration/Energy Rating Stickers shall be left in place on the glass pane until window/door inspection has been completed.*

**SECTION R310
EMERGENCY ESCAPE AND RESCUE OPENINGS**

R310.1 Emergency escape and rescue required. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Where emergency escape and rescue openings are provided they shall have a sill height of not more than 44 inches (1118 mm) above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section 310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2.

R310.1.1 Minimum opening area. All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.530 m²).

Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet (0.465 m²).

R310.1.2 Minimum opening height. The minimum net clear opening height shall be 24 inches (610 mm).

R310.1.3 Minimum opening width. The minimum net clear opening width shall be 20 inches (508 mm).

R310.1.4 Operational constraints. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

R310.2 Window wells. The minimum horizontal area of the window well shall be 9 square feet (0.84 m²), with a minimum horizontal projection and width of 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

Exception: The ladder or steps required by Section R310.2.1 shall be permitted to encroach a maximum of 6 inches (152 mm) into the required dimensions of the window well.

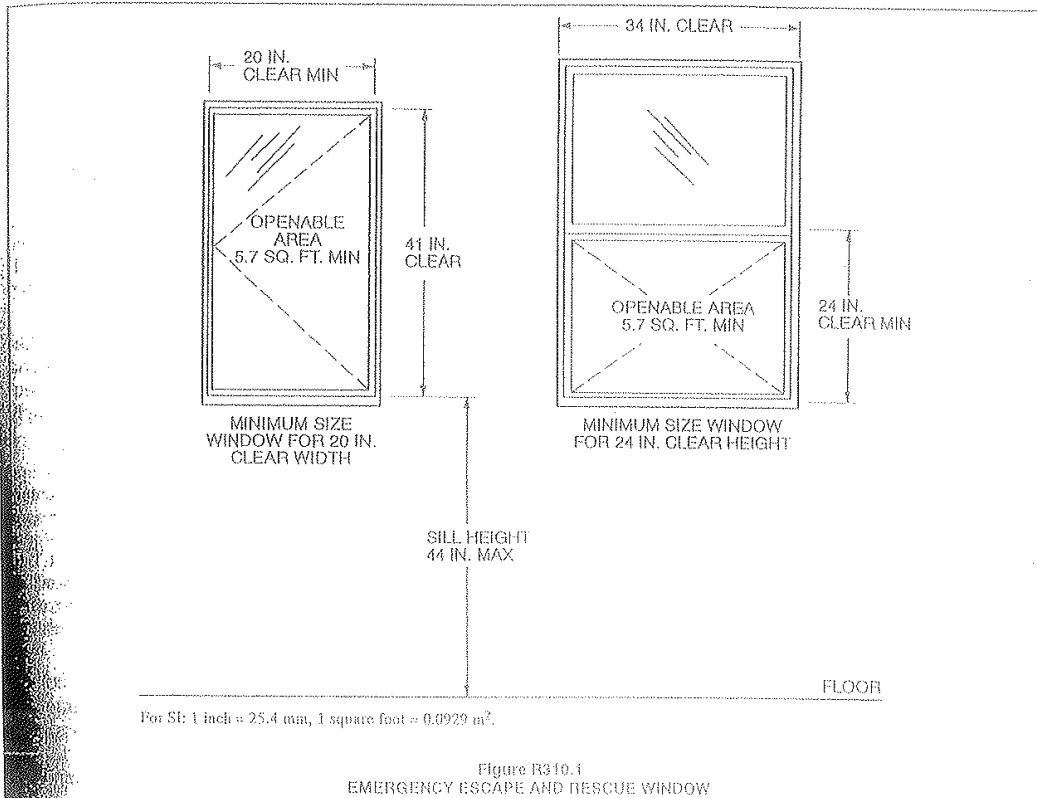
R310.2.1 Ladder and steps. Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with Sections R311.5 and R311.6. Ladders or rungs shall have an inside width of at least 12 inches (305 mm), shall project at least 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.

R310.3 Bulkhead enclosures. Bulkhead enclosures shall provide direct access to the basement. The bulkhead enclosure with the door panels in the fully open position shall provide the minimum net clear opening required by Section R310.1.1. Bulkhead enclosures shall also comply with Section R311.5.8.2.

R310.4 Bars, grills, covers and screens. Bars, grills, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided the minimum net clear opening size complies with Sections R310.1.1 to R310.1.3, and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

BUILDING PLANNING

FIGURE R310.1 - R310.2



| Permit & Inspection Requirements | | Office Use |
|--|--|-------------------|
| <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</i> | | |
| <input type="checkbox"/> | The Building Permit shall be posted in the building's window where it can be seen from the street. | |
| <input type="checkbox"/> | Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • A rough framing requires the window (s) to be installed and insulated around the framing of each window. • Final | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number must be provided when inspections are scheduled. | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • An interior rough framing inspection is required to verify window(s) is plumb, squared, and insulated. | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • An interior/exterior final inspection is required. | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Failure to call for required inspections may result in a "STOP WORK ORDER". | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS. | |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • A FINAL INSPECTION SHALL BE PERFORMED WHEN THE WINDOW(S) HAS BEEN INSTALLED. If the inspection is passed, a Certificate of Completion will be issued. | |
| <input type="checkbox"/> | The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days. | |

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

Owner Tenant Agent Contractor Other specify _____

This Page for Office Use Only

Approval & Review Status

| | | |
|----------|---------------------|--|
| Building | Date Plans Received | |
| | Plans Examiner | |
| | Date Plans Approved | |
| | Plans Approved By | |

| | | |
|-----------|---------------------|--|
| Planning: | Date Plans Received | |
| | Plans Examiner | |
| | Date Plans Approved | |
| | Plans Approved By | |

| | | |
|----------|-----------------------------|--|
| Clerical | Check for Outstanding Debt: | |
| | Contacted Date: | |
| | Person Contacted: | |
| | Contacted By: | |

| | |
|-------|--|
| Notes | |
|-------|--|