



At the Heart of Community

Windows & Doors

Project Address: _____

Rules & Restrictions

*Bedroom windows: Shall have at least one emergency escape and rescue window with a net clear opening of not less than 5.7 square feet (820.8 square inches) or 5.0 square feet for **grade floor opening* which shall be obtained by normal operation (without removing the sash). In bedrooms where the existing windows do not meet the net clear opening requirements, existing net clear opening(s) shall be noted below; replacement windows shall not reduce the existing opening size.

**GRADE FLOOR OPENING: A window or other opening located such that the sill height of the opening is not more than 44 inches (1118mm) above or below finished ground level adjacent to the opening.*

Window Types: C-Casement, B-Bay, SH-Single Hung, F-Fixed, DH-Double Hung, A-Awning, S-Slider, O-Other

Room	Type & U-Factor	New Window Net Clear Opening IN INCHES Width x Height Completed by Contractor/Owner	Type	Existing Window Net Clear Opening IN INCHES Width x Height Completed by Contractor/Owner
Master Bedroom				
Bedroom #2				
Bedroom #3				
Bedroom #4				
Bedroom Basement or Other				
Room	Type	WINDOW/DOOR		Safety Glazing (Tempered)
Living				Y N
Kitchen				Y N
Dining				Y N
Family				Y N
Den				Y N
Foyer				Y N
Utility				Y N
Other				Y N

Costs

\$37.00 Plan Review

\$89.00 Permit Fee

\$500.00 Building Deposit (windows only) --refunded in accordance with Municipal Code Title 8, Chapters 2-6, Sections A-E. Allow 4-6 weeks for refund after final inspection has taken place.

Rev. 1/26

I have read and reviewed these requirements.

Signature of Applicant

Date

Rules & Restrictions (continued)

*Doors: If applicable, please include any safety glazing information, framing modifications and whether the door is self-closing. All exterior doors must be completely sealed in compliance with the 2024 International Energy Code.

Materials

*All windows and doors shall be installed and inspected in accordance with the safety glazing and egress requirements of the 2018 International Residential Code, Section 308 & 310 and the 2024 International Energy Conservation Code with state amendments.

What to Submit

*Completed application.

*Copy of signed contract.

*Details of windows and doors that are being installed and complete (see chart) regarding type, location, size and safety glazing.

*Header detail if the existing opening is being enlarged or a creating a new opening.

Inspections

*Rough Inspection – All windows need to be inspected for proper sealing of any gaps between the window unit and the building frame prior to installing trim and for compliance with the 2021 International Energy Conservation Code.

Note:

*If an inspector needs to return more than once for the same phase of any required inspection, a \$100.00 re-inspection fee will be required to be paid before the re-inspection takes place.

*If final inspection is not approved prior to expiration date on permit, the building deposit is forfeited to the Village.

****This Handout must be present at time of inspection.**



Community Development Department

505 Telser Road
Lake Zurich, IL 60047
P: (847) 540-1696 F: (847) 726-2182
www.LakeZurich.org
Permits@LakeZurich.org

Permit Application

Date of Application _____

Project Information

Property Address: _____

Type of Project: _____

Owner's Name/Address: _____
(If different from above) _____

Value of proposed construction/improvements: \$ _____

Business Name: _____

(For commercial/industrial applications only)

Owner's Phone: _____

Owner's Email: _____

Description of Work

Contractor Information

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: _____

Phone: _____

Address: _____

E-mail: _____

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____

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/her 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'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.

Printed Applicant Name: _____

Phone: _____

Applicant Signature: _____

Owner or Contractor

Property Owner Signature: _____

(Please Select One)

Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Director of Building and Zoning Signature: _____

Date: _____

Additional Contractors

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____

Other Contractor: _____ Type: _____

Phone: _____

Address: _____

E-mail: _____