



# VILLAGE OF LINCOLNWOOD

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## Window Handout & Form

A permit is required to install or replace windows and glass doors that are 50% or more glazing. This includes sliding or swinging glass doors, glass block window and basement windows.

An application must be submitted through our online portal at [lincolnwood.onlana.com](http://lincolnwood.onlana.com) (you can also access the portal by scanning QR code above). You will need to apply an “Window” permit and will need to include the following information:

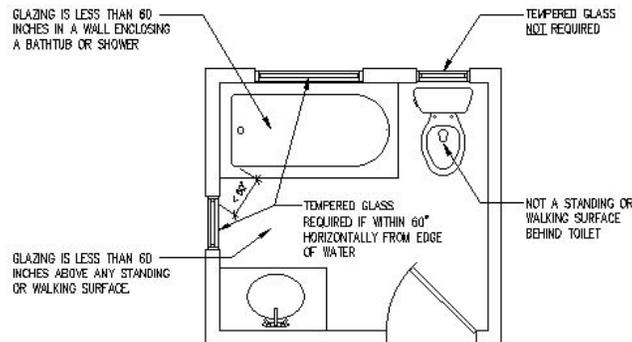
The online permit application must include the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Valuation for the window(s) installation with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

As a part of the application, you will be required to list all windows to be replaced including the room name, type of unit, quantity, U-factor, tempered or not and the existing size as well as the replacement size. Most bedroom windows cannot have insert type windows and must be installed as a “new construction” window to the existing rough opening. Indicate if the bedroom window that is being replaced is the “emergency escape and rescue opening” (EERO) window with the letter “E” after the frame size.

If enlarging or reducing an existing window or door sizes or adding an entirely new window or door, you will be required to upload one (1) scanned pdf copy of the construction drawings (1/4 inch = 1 foot) that include the following information:

- New framed opening width, header size and number of jack and king studs.
- Interior and exterior materials are being used.



### Required safety glazing (tempered) in hazardous locations:

- Glazing located within a twenty-four (24) inch arc of a swinging door.
- Windows whose bottom edge is eighteen (18) inches or closer to the floor and has an area greater than none (9) sq. ft.
- Sliding glass doors or swinging glass doors.
- Glazing in guard rails.
- Glazing adjacent to stairs or ramps where the bottom edge is less than thirty-six (36) inches above the plane of the adjacent sloped walking surface or landings between flights.

See page 2 for more information

- Glazing adjacent to the bottom stair landing where the bottom edge is less thirty-six (36) inches above the landing and within a sixty (60) inch horizontal arc.
- Glazing in walls, enclosures or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms and indoor or outdoor pools where the bottom exposed edge of the glazing is less than sixty (60) inches measured vertically above any standing or walking surface and measured horizontally and in a straight line within sixty (60) inches of the water's edge.
- Glazing in walls or enclosures containing or facing bathtubs or showers where the bottom exposed edge of the glazing is less than sixty (60) inches measured vertically above any standing or walking surface and measured horizontally and in a straight line within sixty (60) inches of the water's edge.

**Important code requirements:**

- All new or replacement windows and glass doors are required to have a U-factor of .30 or lower per the [2021 Illinois Energy Conservation Code](#).
- Skylights are required to have a U-factor of .55 or lower.
- Insulation shall be installed to fill all void spaces around the units.
- At least one window from all bedrooms must have a minimum clear opening of either 5.0 sq. ft. for ground floor bedrooms or 5.7 sq. ft. for second story and basement bedrooms. The minimum dimensions for the bedroom “emergency escape and rescue openings” or EERO windows shall be 20 inches wide and 24 inches tall but still meet the 5.0 or 5.7 sq. ft. of actual opening area. The bottom sill for these windows shall not be located higher than 44 inches above the finished floor.
- If the existing bedroom EERO windows do not meet current building code requirements, the replacement window unit shall be the same exact frame size and type and be installed to the existing rough opening. (no tilt-in replacement units resulting in smaller clear opening dimensions allowed.)

**Inspections required:**

For replacement windows and doors, the Village of Lincolnwood inspects after all of the windows have been installed as a final inspection. All new window or door openings, requiring the addition, alteration or modification of framing members, including king studs, jack studs, trimmers or headers, are required to have two (2) inspections. These inspections are a structural rough inspection as well as the final inspection. Stickers should not be removed from windows until after the final inspection has been completed and approved.

**Example form shown below**

Room name	Type of unit	Exist. frame size	New frame size	Qty.	U-Factor	Tempered
Living Room	Sliding	60"x80"	60"x80"	1	0.28	Y
Dining Room	Fixed	48"x68"	48"x68"	1	0.3	Y
Kitchen	Casment	30"x42"	27"x39"	1	0.3	N
Master Bedroom	Double Hung	36"x60" E	36"x60" E	2	0.3	N
Master Bathroom	Double Hung	24"x42"	24"x42"	1	0.3	Y
Hallway	Fixed	36"x36"	33"x33"	3	0.3	N
Bedroom #1	Double Hung	30"x60"	30"x60"	1	0.3	N