



WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ The total number of windows being replaced.
- ▶ The total material cost of the project.

WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ If your property is located in a Historical District, a Certificate of Appropriateness (COA) is required.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

REQUIREMENTS

1. **Plans:**

- a) When window sizes are changed, a floor plan must be submitted which shows the existing window sizes, the new window sizes, and dimensions of the rooms. If the new windows will be larger (wider) than the existing windows, the new header size and additional framing must be indicated on the plan.
- b) When windows are being replaced in hazardous areas such as tub/shower locations, within a stairway and/or stair landing, adjacent to entry/exit doors, these windows will be required to be tempered safety glass.
- c) When installing a full replacement window, as opposed to an insert replacement window, the sill pan or rubber membrane shall extend a minimum of 6" up the sides of the window opening.

2. **Inspections:**

- a) A final inspection is required upon completion of replacement window installation. When the work is completed, contact the City of Elgin by calling 311 to schedule your inspection.
- b) The U-factor stickers, found on the windows, are required to be on the glass at the final inspection, turned out so that the inspector can verify from the exterior. This U-factor sticker is the only means for the inspector to confirm that the windows conform to the State Energy Code.
- c) Ensure that the permit card is visible from the street. Failure to show the sticker or the card at the time of inspection will result in an inspection disapproval.