

## BUILDING DEPARTMENT PERMIT PROCEDURES



# WINDOW REQUIREMENTS

All contractors and subcontractors doing business in the Village of Hawthorn Woods must be registered with the Village. The term “contractor” and “subcontractor” shall include, but not be limited to: any homeowner or company who undertakes to construct, alter, improve, install, repair, remodel, rehabilitate, renovate or move any land, house, building or other structure (of any kind or nature, whether residential or not) or any fixture or any other item that is located on or in the ground and/or attached to something that is located on or in the ground.

The Village of Hawthorn Woods requires that a permit be obtained prior to any replacement of windows, which is subject to the following guidelines below. Permit submissions will be accepted either electronically or on paper.

### **REQUIREMENTS**

- Glazing shall be tempered safety glass where required by law
- Maximum U-factor for windows shall be .32 or less
- Maximum U-factor for skylights shall be .45 or less

### **CHECKLIST FOR OBTAINING A BUILDING PERMIT**

The following information is required to obtain a building permit. Incomplete or inaccurate information will delay the processing of your permit.

- Obtain contractor/subcontractor registration through the Village
- Completed building permit application, and proposal/scope of work
- Specs indicating type and size of window(s), to include U-factor
- Details of any structural modifications to increase window size/framing or location change, for structural review

### **INSPECTIONS**

The following inspections may be required:

- Rough Framing (if applicable - ie: change in size)
- Final Building

To schedule an inspection 24 hours in advance, please contact the Building Department by 3:30pm Monday - Friday at either: 847.847.3586 or 847.847.3537. Our walk-in business hours are Monday - Friday 8am - 4pm. Note: There will be a re-inspection fee if the inspector is unable to provide approval and must perform another inspection. Re-inspection fees will be deducted from the refundable bond.

The information in this handout is intended to be general in nature and is not a substitute for applicable Village codes or ordinances. Prior to construction, please visit our website at [www.vhw.org](http://www.vhw.org) to review our **current building regulations located in section 8-1-1**, prior to installation.