



CITY of HIGHWOOD

Incorporated 1887

Window Permit Application Checklist

General Items

Submission of Applications: Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

Hours of Construction:

M-F 7:00 AM – 7:00 PM

Sat & Legal Holidays 9:00 AM – 7:00 PM

Sun 10:00 AM – 7:00 PM

Stop Work Orders: No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and \$500.00 citation.

General Window Provisions

- Windows must comply with Table R402.1.3 of the 2012 International Energy Conservation Code for Zone 5 & Marine 4
- Egress windows shall comply with Section 1026.1 of the IBC – see attached requirements

Residential Permits (IRC)

By Owner

- Completed Building Permit Application
- Description of windows and work including manufacturer specifications with size and U-factors, and number to be replaced
- Estimated cost of the project
- Requires plan review
- Requires rough opening & window final inspections
- Residential bedroom windows shall be a minim of 5.7 s.f./ or 821 square inches (one sash) per the IRC

By Contractor

- Completed Building Permit Application
- Copy of contract or signed quote including;
 - Owner's signature
 - Description of windows and work including manufacturer specifications with size and U-factors, and number to be replaced including height, style, material, location
 - Estimated cost of the project
- Requires plan review
- Requires rough opening & window final inspections

Permit Fee; \$165.00 Re-inspection Fee; \$55.00

*Residential properties within the business district also require Appearance Review Committee approval

Commercial Permits (IBC)

By Contractor

- Completed Building Permit Application
- Copy of contract or signed quote including;
 - Owner's signature
 - Description of windows and work including manufacturer specifications with size and U-factors, and number to be replaced
 - Estimated cost of the project
- Requires plan review and inspections

Permit fee; \$330.00

Re-inspection Fee; \$110.00

*Properties within the business district will require Appearance Review Committee approval



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City of Highwood Building Codes

- 2012 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- 2012 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- 2012 International Mechanical Code (IMC), as amended
- 2014 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- 2012 International Energy Code (IECC), as amended
- 2014 Illinois State Plumbing Code, as amended
- 2012 International Fire Code (IFC), as amended
- 2012 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at

www.cityofhighwood.org/citycode
