



# Building & Property Standards

**Bulletin 008****Version 090109****Window and Door Replacement****Purpose:**

The purpose of this bulletin is to inform permit applicants of submittal and key installation requirements for residential window and door replacement.

**Applicability:**

The information presented herein is applicable to all residential structures. This document may be updated periodically. Please check the department's web page to verify you have the current version of this document.

**Submittal Requirements:**

- A completed Application for Building Permit must be submitted.
- Prior to submitting an application for permit, verify your contractor is properly registered to perform work within the Village of Oak Park by using the Registered Contractor Lookup feature on the following web page: [http://www.oak-park.us/Building\\_and\\_Property\\_Standards/ContractorLookup.cfm](http://www.oak-park.us/Building_and_Property_Standards/ContractorLookup.cfm)  
Please note that the contractor's registration must be in good standing at the time of application for any permit.
- **Plat of Survey** – 1 copy required
  - A plat of survey is required whenever new window openings are proposed. New window openings located in an exterior wall within three feet of a parallel side property line are required to have a 1-hour fire-resistance rating. Replacement windows in existing openings are not required to be fire-resistance rated.
- **Photograph(s)** of each window to be replaced – 2 sets required.
  - The photograph(s) provided may include multiple windows in one photograph such as showing the full side of the building, but shall provide a clear and unobstructed view of each window. This information is used for:
    - Verifying the new window style in bedrooms does not reduce the existing opening size provided for means of egress in an emergency situation.
    - Comparison of existing and new window styles for review of structures located in a historic district.
    - Review of relationship of window openings to doors, stairways, walkways and bathrooms and other areas which may require safety glazing in the windows. To facilitate this portion of the review, the photographs must be labeled to indicate the use of each room that the windows serve.
  - Photographs must be labeled to indicate any windows that need new or enlarged openings to accept the new windows. Permit applications for window replacements that require new or larger than existing openings require a review by the Village's structural engineer. The permit application must indicate the proposed structural modifications to accommodate the proposed opening size.
- **Manufacturer's Information Sheet** on the replacement window – 2 copies required.
  - The sheet must be marked to indicate the following information:
    - The style of replacement windows.
    - The u-factor of replacement assembly. Note the maximum permitted u-factor for residential 1- and 2- family dwelling unit windows is 0.35, skylights is 0.60, glass block is 0.60 and doors is 0.35. The lower the u-factor, the more energy efficient the window is.
- **Detailed Drawings** of any trim work that will be removed, replaced or installed new as part of the window replacement project – 2 copies required.
  - This information is required to assist in review of the permit application for projects within a historic district.



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- **Other Requirements:** Although submittal of the information listed above is generally adequate to perform a review of an application for window and door replacements, based on an initial review of your individual case, staff may ask for further information such as, but not limited to the following items:
  - A written affidavit from your condominium association board approving the work for projects on condominium buildings. A sample affidavit form can be found on the Building & Property Standard's webpage.
  - A copy of the Certificate of Appropriateness for work performed on certain structures within a Historic District. For information, contact the Village's Historic Preservationist at 708-358-5417.

## Key Installation Requirements:

All work must be installed in compliance with the 2003 International Residential Code or the 2003 International Building Code as locally amended. The following is a list of key installation requirements. Please refer to the building code for other requirements not listed herein.

- Safety glazing is required in locations deemed to be hazardous including but not limited to the following areas:
  - Glazing in swinging doors except jalousies or decorative glass.
  - Glazing in fixed and sliding panels of sliding door assemblies.
  - Glazing in storm doors.
  - Windows or doors in any wall enclosing a bathtub, hot tub, sauna, shower, steam rooms, whirlpool where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface.
  - Glazing, in an individual fixed or operable panel parallel and adjacent to the plane of a door where the nearest vertical edge is within a 24-inch arc of the door in a closed position and whose bottom edge is less than 60 inches above the floor or walking surface, except for decorative glass.
  - Glazing, in an individual fixed or operable panel, with the exception of decorative glass or where a protective bar is installed, that meets all of the following conditions:
    - Exposed area of an individual pane is greater than 9 square feet.
    - Bottom edge is less than 18 inches above the floor.
    - Top edge is greater than 36 inches above the door.
    - A walking surface is within 36 inches horizontally of the glazing.
  - Glazing adjacent to stairways, landings and ramps within 36 inches horizontally of a walking surface when the exposed surface of the glass is less than 60 inches above the plane of the adjacent walking surface, except where a protective bar, guardrail or handrail is installed or where the glass is greater than 18 inches from the railing.
  - Glazing adjacent to stairways within 60 inches horizontally of the bottom tread of a stairway in any direction when the exposed surface of the glass is less than 60 inches above the nose of the tread.
  - Louvered windows and jalousies of certain dimensions. Contact the Building Department staff for further information.

## Inspection Requirements:

- Unless opening widths are enlarged, only a final inspection of the completed work is required. Please contact the Building Division at 708-358-5430 to schedule an inspection. A framing inspection is required for all openings that are enlarged.
- The manufacturer's labels must be maintained on the windows or doors until after the time of inspection.