



CITY OF HIGHLAND PARK

DOOR & WINDOW REPLACEMENT PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING DIVISION

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Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

| Required Documents (other information or documentation may be required based on the details of a property or proposal) | | Document Attached |
|--|--|-------------------|
| <ul style="list-style-type: none"> • General Building or Exterior Permit Application <ul style="list-style-type: none"> ○ Signed by Homeowner ○ Signed by Applicant (if different than homeowner) | | |
| <ul style="list-style-type: none"> • Detailed Scope of Work / Contractor Quote <ul style="list-style-type: none"> ○ Material(s), size(s), location(s), sill height(s), window well depth(s), U-factor, tempered, etc. ○ Indicate any change in size(s) or location(s): diagrams, drawings, or elevations may be required ○ Indicate if any are in a Hazardous location (2018 IRC R308.4, 2018 IBC 2406.4) <ul style="list-style-type: none"> → Ex. In doors, within 24" of a door, within 36" of a walkway, shower door/enclosure ○ Include picture(s) of existing window(s) | | |
| <ul style="list-style-type: none"> • Indicate if property is a historical home or in a historic district (if known) • Letter of Homeowner's Association approval (if applicable) • Proof of Ownership (if applicable) | | |
| Other Items to Note | | |
| (not inclusive and specific proposals may follow different or additional requirements) | | |
| <ul style="list-style-type: none"> • Residential replacements with no change in rough opening size in the same location do NOT require a permit | | |
| <ul style="list-style-type: none"> • Zoning / Historic / Floodplain Maps: www.cityhpil.com (Development > Property Search > Map Gallery) | | |
| <ul style="list-style-type: none"> • Energy efficiency requirements: 2018 Illinois Energy Conservation Code | | |
| Residential | <ul style="list-style-type: none"> ○ Light and ventilation requirements: 2018 IRC, Section R303 <ul style="list-style-type: none"> → Ex. Glazing area not less than 8% of floor area, operable area not less than 4% of floor area (R303.1) | |
| | <ul style="list-style-type: none"> ○ Glazing requirements: 2018 IRC, Section R308 | |
| | <ul style="list-style-type: none"> ○ Fall protection requirements: 2018 IRC, Section R312.2 | |
| | <ul style="list-style-type: none"> ○ Egress requirements for sleeping rooms and habitable basements or attics: 2018 IRC, Section R310 <ul style="list-style-type: none"> → Ex. 5.7 sf from any sleeping room or basement, min. 24" height, min. 20" width, max. 44" sill height | |
| | <ul style="list-style-type: none"> ○ Window wells: Ex. A permanent ladder or steps required when deeper than 44" (2018 IRC R310.3.2) | |
| | | |
| Comm. and Multi-Family | <ul style="list-style-type: none"> ○ Must be reviewed by Plan and Design Commission | |
| | <ul style="list-style-type: none"> ○ Light and ventilation requirements: 2018 IBC, Section 1202 & Section 1204 <ul style="list-style-type: none"> → Ex. Operable area not less than 4% of floor area (1202.5.1), Glazing area not less than 8% of floor area (1204.2) | |
| | <ul style="list-style-type: none"> ○ Glazing requirements: 2018 IBC, Section Chapter 24 | |
| | <ul style="list-style-type: none"> ○ Guards: 2018 IBC, Section 1015.8 | |
| | <ul style="list-style-type: none"> ○ Egress requirements: 2018 IBC, Section 1030 <ul style="list-style-type: none"> → Ex. 5.7 sf from any sleeping room or basement, min. 24" height, min. 20" width, max. 44" sill height | |
| | <ul style="list-style-type: none"> ○ Window wells: Ex. A permanent ladder or steps required when deeper than 44" (IBC Section 1030.4.2) | |
| | <ul style="list-style-type: none"> ○ Rough inspection required with removal of cladding, size change, or framing change. All require a final inspection. | |

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com