



WINDOWS & GLASS DOORS

Roof Permit General Information

- A permit is required to install or replace any windows and glass doors that are 50% or more glazing. This includes sliding or swinging glass doors, glass block windows, and basement windows.
- A permit is not required to install or replace an entry door that is less than 50% glass or a storm door.

PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

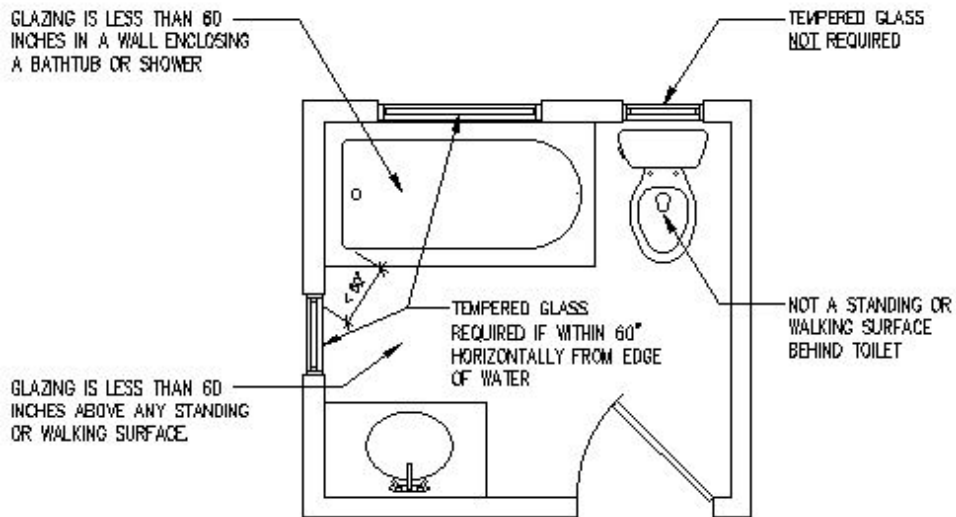
- Window permits are an express permit that is completed through the Village of Buffalo Grove's [online portal](#).
- Users (contractors, homeowners etc.) must register for a BS&A online account in order to apply for permits and request inspections. Once you are registered, you can apply for and access multiple permits under that one account. Click [here](#) to create an account.
- Contractor registration** can also be completed through the Village of Buffalo Grove's [online portal](#). You can also visit, www.vbg.org/contractor, for contractor registration information within the Village.
- Two copies of the completed *Window Detail Worksheet* (see last page) if submitting in person
 - The worksheet asks for room name, type of unit, quantity, U-factor, tempered or not, and the existing as well as the replacement size.
 - List each unit separately based on room first then quantity if the same size and type.
 - The frame size should be measured to either the outside or inside edge of the frame for both new and existing. (Be consistent in measuring technique)
 - If an insert type window is being installed, it shall be listed as such. Most bedroom windows cannot have insert type windows and must be installed as a fully flanged "new construction" window to the existing rough opening.
 - Indicate if the bedroom window that is being replaced is the emergency escape and rescue opening window with the letter "e" after the frame size.
- A detailed scope of work or proposal from the contractor
- If enlarging or reducing existing window or door sizes or adding an entirely new window or door, provide 2 copies (if submitting in person) of construction drawings (1/4 inch = 1 foot) that include the following information:
 - New framed opening width, header size, and number of jack and king studs
 - Interior and exterior materials being used
- HOA approval letter, if applicable



Construction Requirements

- **VBG Current Building Codes** - [Here](#)
- **Energy Requirements:**
 - All new or replacement windows and glass doors are required to have a U-factor of .30 or lower.
 - Skylights are required to have a U-factor of .55 or lower.
 - Insulation shall be installed to fill all void spaces around the units.
- **Egress / Emergency Escape & Rescue Opening (EERO):**
 - At least one window from all bedrooms must have a minimum clear opening of either 5.0 sq. ft. for ground floor bedrooms or 5.7 sq. ft. for second story and basement bedrooms. The minimum dimensions for the bedroom "emergency escape and rescue openings" or EERO windows shall be 20 inches wide and 24 inches tall but still meet the 5.0 or 5.7 sq. ft. of actual opening area. The bottom sill for these windows shall not be located higher than 44 inches above the finished floor.

- If the existing bedroom EERO windows do not meet current building code requirements, the replacement window unit shall be the same exact frame size and type and be installed to the existing rough opening. (No tilt-in replacement units resulting in smaller clear opening dimensions allowed.)
- **Required safety glazing (tempered) in hazardous locations:**
 - Glazing located within a 24 inch arc of a swinging door.
 - Windows whose bottom edge is 18 inches or closer to the floor and has an area greater than 9 sq. ft.
 - Sliding glass doors or swinging glass doors.
 - Glazing in guard rails.
 - Glazing adjacent to stairs or ramps where the bottom edge is less than 36 inches above the plane of the adjacent sloped walking surface or landings between flights.
 - Glazing adjacent to the bottom stair landing where the bottom edge is less 36 inches above the landing and within a 60-inch horizontal arc.
 - Glazing in walls, enclosures or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms and indoor or outdoor pools where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface and measured horizontally and in a straight line within 60 inches of the water's edge.
 - Glazing in walls or enclosures containing or facing bathtubs or showers where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface and measured horizontally and in a straight line within 60 inches of the water's edge.



Sample Window Detail Worksheet

Room name	Type of unit	Exist. frame size	New frame size	Qty.	U-Factor	Tempered
Living Room	Sliding	60"x80"	60"x80"	1	0.28	Y
Dining Room	Fixed	48"x68"	48"x68"	1	0.3	Y
Kitchen	Casment	30"x42"	27"x39" insert	1	0.3	N
Master Bedroom	Double Hung	36"x60" e	36"x60"e	2	0.3	N
Master Bathroom	Double Hung	24"x42"	24"x42"	1	0.3	Y
Hallway	Fixed	36"x36"	33"x33" insert	3	0.3	N
Bedroom #1	Double Hung	30"x60"	30"x60"		0.3	N
DO NOT FILL IN AS SHOWN BELOW						
First Floor	Multiple kinds	Standard	Same as exist.	17	0.3	some

"insert" = leaving the old window frame and inserting a tilt-in type replacement window
 insert windows are generally not allowed for emergency escape and rescue windows
 "e" = emergency escape and rescue opening window that is required in all bedrooms and one basement

Step 2: Processing and Plan Review



- Window Permits are generally issued over the counter when all required information is provided, and contractor is registered.
- Any change in size or new opening will require further review and may not be available over the counter.

Step 3: Permit Issuance

- The permit fee for a standard Window Permit is \$85.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.
- Approved plans will be given to the applicant at time of issuance.



Step 4: During Construction

- The permit card must be posted at the property in plain view from the street and remain until final inspections have been approved.
- Approved plans must be kept on site and be available at inspections.
- Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- Permit is invalid if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

Step 5: Inspections, Schedule Inspections and Completion

- *Rough framing inspection*
 - Inspections for new or enlarged windows and/or doors will require an inspection for the rough opening.
- *Final inspection*
 - A final inspection will take place on the day(s) of the window and/or door installation.
 - The NFRC labels attached to the individual units shall be on the windows and/or doors at the time of inspection.
- Options to request inspections: *2 business day notice*

Scheduling Inspections through BS&A Online Portal System

1. Schedule Inspection(s) [here](#) – Enter permit number (on green permit card) – **P2023-__ __ __ __**
2. Select inspection type and date – *Click Next*
3. Enter contact information – *Click Next*
4. *Indicate AM or PM* for time window: **AM:** 9a-12p **PM:** 12-3p

Must enter contact information of the best person to reach regarding the inspections – *Click SUBMIT*

Scheduling Inspections by Email

Information can be found at: www.vbg.org/inspections

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at:
www.vbg.org/permits

Specific permit questions that are not under the VBG permit webpage, can be emailed to:
permits@vbg.org

VBG Code of Ordinances can be found at:
https://library.municode.com/IL/Buffalo_Grove



www.vbg.org

