Window Project Sheet

1. Submit a completed application.
2. Submit a description of the work being done, including cut sheets and all window locations.
3. If a contractor is being used to install the windows, the contractor must be licensed with the village before your permit will be issued (per Municipal Code, Chapter 38).
4. Payment is not required at the time you submit your application and drawings.
5. Please allow approximately 10 business days after submitting your application, product information, and description of work for the review process before the permit will be issued.
6. You will be called when the permit is ready for pickup and be informed of the final permit price. The minimum price for window permits is $50.

A rough and final inspection are required for your window permit. A window permit is a 2-month permit and will expire at the end of that time. An approved final inspection should be scheduled within the 2 month period.

HOMEOWNER IS RESPONSIBLE FOR THIS PERMIT IN ITS ENTIRETY. HOMEOWNER TAKES FULL RESPONSIBILITY FOR DAMAGES INCURRED DURING CONSTRUCTION. THIS INCLUDES DAMAGE TO THE PUBLIC RIGHT-OF-WAY, INCLUDING STREETS, CURBS, SIDEWALKS, DRIVEWAYS, AND TREES.