



Building & Life Safety Department

Village of Arlington Heights

Phone (847) 368-5560

www.vah.com

PERMIT TYPE: WINDOW REPLACEMENT – COMMERCIAL, INDUSTRIAL, MULTI-FAMILY

APPLYING FOR PERMITS: *All permits are applied for through the Citizen Self-Service Portal (See portal instruction for setting up an account and videos on using the system. https://www.vah.com/government/permits_licenses/citizen_self_serve_portal.php).*

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

LOCATION:

Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and add.

PERMIT DETAILS:

On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- the valuation of the project
- square footage of area

CONTACTS:

Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:

- Applicant
- Owner
- Window Contractor

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information.

MORE INFO:

There are no project specific application type questions to be answered for this permit.

ATTACHMENTS:

All required documents are to be provided as requested.

For this project the following documents are required:

- Contractor's Proposal – Needs to provide details of the work to be done and the cost of the project
- Window Specification Sheets – the U-Factor for each window must be provided on the specification sheets provided.
- Multi-family housing with Condo Boards / Homeowner's Association must provide a copy of the approval letter for the work to be performed.

If you want to add materials that will aid the reviewers in understanding the scope of work, use the Add Attachment dropdown to select the type of document you are attaching.

If there is an "i" in a circle in the upper right-hand corner of the attachment, there is additional information explaining the attachment.

CODE COMPLIANCE CRITERIA:

The Village of Arlington Heights has adopted 2024 Illinois Energy Conservation Code. Fenestration and skylight assemblies must comply with the requirements outlined below.

All numbers listed below are all maximum allowable limits.

- **Residential** (Section: 2024 IL Energy Conservation Code Table R402.1.2)
 - Vertical Fenestration
 - U-factor: 0.28
 - Solar Heat Gain Coefficient: Not Required
 - Skylight U-factor: 0.5
 - Glazed Vertical Fenestration Solar Heat Gain Coefficient: Not Required
- **Commercial** (Section: 2024 IL Energy Conservation Code Table C402.5)
 - Fixed Fenestration
 - U-factor: 0.34
 - Solar Heat Gain Coefficient: 0.38 (PF<0.2) / 0.46 (0.2≤PF<0.5) / 0.61 (PF≥0.5)
 - Operable Fenestration
 - U-factor: 0.45
 - Solar Heat Gain Coefficient: 0.33 (PF<0.2) / 0.40 (0.2≤PF<0.5) / 0.53 (PF≥0.5)
 - Entrance doors U-factor: 0.63
 - Skylights
 - U-factor: 0.50
 - Solar Heat Gain Coefficient: 0.40

REVIEW TIME FRAMES:

Once placed into review, the typical time frame allotted for initial review or revisions is 5 business days. Not all reviews require the full amount of time allotted for the reviews.

Invoicing, document stamping and other processing activities take place after the documents are approved.