Building & Life Safety Department
Village of Arlington Heights
847-368-5560
www.vah.com

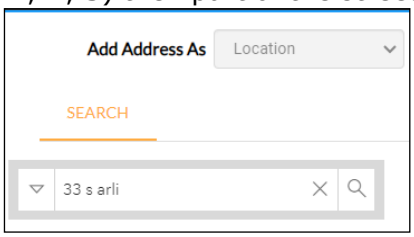
PERMIT TYPE: WINDOW REPLACEMENT – RESIDENTIAL

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

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:

- Owner
- 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.

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:
As long as no questions exist about the window replacement units, then the permit is processed so that you may be able to receive your permit within one day. This permit may have a review time of 5 business days.

BUILDING & LIFE SAFETY DEPARTMENT

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Resource Guide - Window Performance Data Sheet Placement Guide

(Energy Code Compliance – 2024 Illinois Energy Conservation Code)

Verification of window thermal performance is required for compliance with the 2024 Illinois Energy Conservation Code. Window performance values (U-factor: maximum 0.28) must be verified in the field at the time of inspection. This requirement applies to all permit holders and property owners performing **window replacements of the same size and type** under a Village of Arlington Heights building permits. This guidance is issued for energy code compliance verification and is not intended to address or interpret compliance with the International Residential Code (IRC) and the International Building Code (IBC). The purpose of this document is to allow Building inspectors to verify window energy performance value without entering the dwelling unit, improving inspection efficiency and minimizing the need for interior access.

1. **Required Documentation**
   - The following documentation must be provided for each window type installed:
     - Manufacturer's performance data sheet or label indicating U-factor.
     - Any supplemental product documentation required for energy compliance.

2. **Placement Instructions for Inspection**
   - To facilitate exterior-only verification, the permit holder must comply with the following:
     - Print the window performance data sheet clearly and legibly.
     - Place the document inside a weather-resistant clear plastic bag (e.g., Ziplock-type).
     - Locate the bag at the primary building entrance in a visible and accessible location (e.g., taped to the front door or screen door, taped to a porch column, secure under a flower pot, or secure under a brick or similar weighted object
     - Clearly identify the permit number and project address on the document or bag.
   - This placement must be completed prior to the scheduled inspection date.

3. **Non-Compliance**
   - Failure to provide the required documentation as described may result in:
     - Inability to approve the window inspection.
     - Interior access or re-inspection, subject to applicable re-inspection fees.

4. **Additional Notes**
   - This requirement applies to all window replacement permits, particularly when windows are located on upper floors or are not visible from the exterior.
   - Inspectors will verify the documentation during the site visit and may photograph the materials for permit records.
   - If you have questions regarding acceptable documentation or placement, please contact the **Building and Life Safety Department at 847-368-5560** prior to your inspection appointment.

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Examples of Placement

