



BUILDING DEPARTMENT  
350 Victory Drive  
Park Forest, IL 60466  
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## BUILDING PERMIT REQUIREMENTS FOR WINDOW REPLACEMENT

### 2003 INTERNATIONAL RESIDENTIAL CODE

#### Section R303: Light, Ventilation and Heating

**R303.1 Habitable Rooms.** All habitable rooms shall be provided with aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers, or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be 4 percent of the floor area being ventilated.

### Whenever windows are being replaced, a building permit is required.

Replacement windows must meet light and ventilation requirements, which are based on the size of the room. The minimum window area must be at least 8% of the floor area of the room for light and 4% for ventilation.

For example, if the room is 12' x 12', the total floor area of the room is 144 square feet. The minimum aggregate glazing area (window) for this room would be 11.52 square feet. The ventilation or openable area of the window must be 4% of the total floor area. For a 12' x 12' room, the openable area would be 5.76 square feet.

Additionally, if you are rehabbing a home and replacing windows, at least one window in each sleeping room must meet an emergency means of egress code requirement. See reverse side for additional information. (Municipal Code of Ordinances Section 18-288)

### To apply for a Building Permit for window replacement, you will need:

- Building Permit Application Form
- Fee based on the cost of the job:

<u>Valuation of Work</u>	<u>Permit Fee</u>
\$250 or less	No fee, but permit is required
\$251 to \$1,500	\$60
\$1,501 to \$2,000	\$100
\$2,001 and over	\$100 plus \$10 for every \$1,000 valuation over \$2,001

- Provide the Building Department with the size of the room, what room it is (living room, bedroom, etc.), and the size/style of window to make sure the replacement windows are code-compliant for light and ventilation.
- Proposal from a Window Contractor who is licensed by the Village of Park Forest
- If the homeowner is doing the work themselves, there is a homeowner's waiver to sign
- Manufacturer's specifications or brochure detailing the style/brand of window
- If changing the header, the new header design must be submitted with the building permit application

# Windows as a Means of Egress

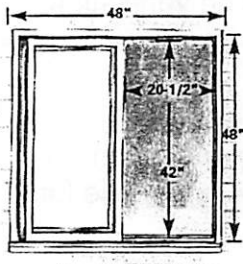
## MUNICIPAL CODE OF ORDINANCES Section 18-288

When replacing windows as part of a rehab of investment property, one window in each sleeping room must meet Village code for means of egress. The window must provide enough space to exit the room through the window, or for firefighters with equipment on their backs to enter the room through the window, in an emergency situation.

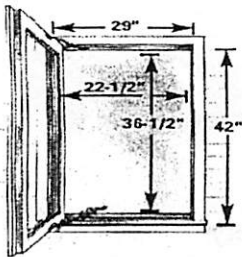
- First floor bedroom windows shall have a net clear opening of 5 square feet.
- Second floor bedroom windows shall have net clear opening of 5.7 square feet.
- The minimum width of the net clear opening **cannot** be less than 20 inches.
- The minimum height of the net clear opening **cannot** be less than 24 inches.
- The bottom of the window (the sill height) **cannot** be more than 44 inches from the floor.

Please note that a 20 x 24 inch opening does not meet the net clear opening, meaning:  
 $20 \text{ inches} \times 24 \text{ inches} = 480 \text{ inches}^2$ , which when divided by 144 (a square foot) = 3.33  
 To obtain a 5 square foot net clear opening, the measurement of the opening between the window stops must equal 5.0 square feet or more (for a first floor) or 5.7 square feet (for a second floor).

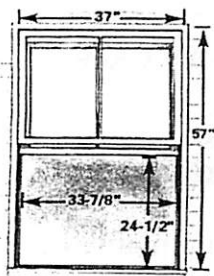
### The smallest size window of each style that meets egress requirements:



- Gliding windows: To meet egress requirements, these horizontally sliding windows must be at least 4 ft. wide and 4 ft. high.
- Gliding windows—with horizontally sliding sashes that always fill half the possible window opening area—also have to be big enough to meet egress requirements. The overall size of this “smallest” gliding egress window is 15.5 sq. ft., almost twice the area of the egress casement window shown.



Casement windows—with hinged sashes that swing free and clear of the opening—can be relatively small and still meet egress requirements. This makes them ideal for basement egress and for other areas where space is limited. The overall size of this “smallest” egress casement window is 8 sq. ft.



- Double-hung windows: Even when it's fully open, more than half of a double-hung window's overall area is blocked by glass. This means that to meet egress window height requirements, a window must be nearly 4 ft. 9 in. in overall height.
- Double-hung windows—with vertically sliding sashes that always fill more than one-half the opening area—have to be pretty big to meet egress requirements. The overall size of this “smallest” double-hung egress window is 14.85 sq. ft., almost twice the area of the egress casement window shown.