



Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154
Phone: (708) 345-0199 • Fax: (708) 345-0884 • Email: Building@westchester-il.org

APPLICATION FOR WINDOW & DOOR PERMIT

FOR OFFICE USE ONLY

PERMIT NO: _____
DATE ISSUED: _____
PAID: _____
CONTRACTORS: _____
APPROVED BY: _____
TITLE: _____

Date: _____ Site Address: _____

Name of Tenant/Business: _____	Phone: _____
Address: _____	Email: _____
Name of Property Manager/Owner: _____	Phone: _____
Address: _____	Email: _____
General Contractor: _____	Phone: _____
Contractor Address: _____	Email: _____
Description of Work: _____	Cost of Work: _____

DESCRIPTION OF WORK

Fees (includes one inspection)

Windows:	Residential	Commercial
Replacement Windows: _____	\$75	\$100
Glass Block Windows: _____	\$75	\$100
New Window Openings: _____	\$75*	\$100*
* Plan review fees, if applicable, are not included in price noted		
Total Number of Windows: _____		
Doors:	Fees:	
Number of Doors: _____	\$25	\$50
Garage Door: _____	\$25	\$50
Awnings: _____	1% Cost of Construction	1.5% Cost of Construction
Other: _____		

U-Factor of Windows/Doors: _____

Guarantee Deposit: For all commercial projects, a deposit of 1% Cost of Work, minimum \$300 is required

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature: _____

Date: _____

Print Name: _____

Application Requirements:

- Application Form:** Fill out a copy of this application form.
- Contractor Information:**
 - a. If the owner will be applying for the permit and doing the work, "owner/self" should be written on the "Contractor" line of the permit.
 - b. If a contractor is doing the work, Contractor's Bond, Insurance and Licensing form and documents

INSPECTIONS: You must contact the Building Department (708-345-0199) and schedule the necessary inspections.

- **Window Inspection:** An inspection is required after the windows are in, but before the trim has been installed. **Do not remove the stickers on the window until inspection has been completed.**