

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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WINDOW REPLACEMENT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the Cook County Collector.

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. **Complete application** in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit a digital copy of a **drawing or a listing** of each existing window: location, type (double-hung, casement, slider, fixed, hopper, etc.) and proposed new type for each opening in the scope of work.
 - List any openings enlarged, modified or filled-in. Enlarged or modified openings require submittal of framing details proposed.
 - Please note that any new window that reduces the area of natural light or natural vent must also include the square feet of the room associated with the window and the square feet of natural light and natural vent of the new windows and any other windows in the affected room.
3. Provide proof that the new windows meet minimum energy requirements of the IECC. (Submit U-Factor for each type of window.)
4. List the locations where safety glass is required to be installed by code.
5. List any windows proposed for sleeping rooms that must comply with bedroom escape window requirements.
6. Provide a digital **Letter of Intent** from the window contractor, carpenter or homeowner installing the windows.
7. The window contractor, carpenter or homeowner **must be registered** with the Cook County Department of Building and Zoning. Please contact Gloria Soto at 312-603-0512 for information on registration.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)

[Cook County Building Permit Application](#)