

# City of St. Charles

## Windows, Doors, & Siding



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
630.443.4638 (Fax)  
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building and Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any alteration or addition to a residential structure. The following are guidelines and comments for obtaining a building permit.

### **Application:**

- ▶ An application is to be filled out and submitted to the Building & Code Enforcement Department. The contractor names, addresses, and phone numbers are to be filled out when submitting the application.
- **Windows:**
  - \* If there are no structural changes the permit is issued over the counter with the exception of the following:
    - Any property within the Historic Preservation District. You will need to submit drawings and application for the Historic Preservation Commission to review and you will need to attend the meeting.
    - If there is any structure changes the permit cannot be issued over the counter. You will need to submit an application with two (2) sets of drawings showing the construction details and the permit would be classified as an alteration application and the fees would be not be the same as listed in this packet.
    - A copy of the order or sales receipt with the U Factor rating is required at the time you are applying for the permit.
      - ▶ Windows or Doors: 0.32 or lower.
      - ▶ Skylight windows: 0.55 or lower.
    - The lower the U-Factor number will be more energy-efficient.
    - The U Factor Sticker is to remain on the windows until final inspection has been conducted.
    - A fee of **\$45.00** is to be paid at time of submission of application and plans. **All payments on permits are to be either by cash, check, or money order.**
- **Doors:**
  - \* If there are no structural changes the permit is issued over the counter with the exception of the following:
    - Any property within the Historic Preservation District. You will need to submit drawings and application for the Historic Preservation Commission to review and you will need to attend the meeting.

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- The U Factor Sticker is to remain on the windows until final inspection has been conducted.
- A fee of **\$45.00** is to be paid at time of submission of application and plans. **All payments on permits are to be either by cash, check, or money order.**

□ **Siding:**

- \* This permit can be issued over the counter with the exception of the following:
  - Any property within the Historic Preservation District. You will need to submit drawings and application for the Historic Preservation Commission to review and you will need to attend the meeting.
  - You will need to submit two (2) sets of drawings showing the construction details of any alteration with the application and would be classified as an alteration application and the fees would be not is the same as listed in this packet.
  - A fee of **\$50.00** is to be paid at time of submission of application and plans. **All payments on permits are to be either by cash, check, or money order.**

⇒ **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows and **all payments on permits are to be either by cash, check, or money order.**

- \$65.00 per Building & Code Enforcement Department re-inspection for all types of inspections during construction (excluding finals).
- \$85.00 per re-inspection for all residential final inspections.

**General Comments:**

- \* A minimum of 24-hour notice is required when scheduling any inspection.
- \* Street addresses are to be posted at job site at all times. These addresses are to be posted so they are visible from the street.

**Inspections:**

The following is a list of inspections, which might be required for your project.

- Final

**Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- ⇒ St. Charles Municipal Code
- ⇒ 2009 Int'l Residential Code/revisions
- ⇒ 2008 Nat'l Electrical Code w/revisions
- ⇒ 2012 International Energy Conservation Code

**CITY OF ST CHARLES**  
**Application for Building Permit**



**DEPARTMENT: BUILDING & CODE ENFORCEMENT      PHONE: (630) 377-4406 FAX (630) 443-4638**

**Application Date:** \_\_\_\_\_ **Parcel No.** \_\_\_\_\_ **Permit No.** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

**I, \_\_\_\_\_, do hereby apply for a permit for the following described work**

**located at \_\_\_\_\_ Estimated Cost: \_\_\_\_\_**

**Description of proposed work: \_\_\_\_\_**

**If project is for "windows and doors" the proposed installation date: \_\_\_\_\_**

**Check List for Submittal of Application:**

- Is your property located in the Historic Preservation District? Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- If any windows or doors are being replaced or installed new - documentation is required on the U-Factor rating.
- If any roofing is being conducted by anyone other than the owner we need the Roofing Contractor's Illinois State License Number and the expiration date of their License.
- If any work is being conducted in the City right-of-way or street, the Engineering Department must issue a Right-of-Way permit prior to issuance of the Building Permit.

**Owner of the Property:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

Illinois License No. \_\_\_\_\_

Illinois License No. \_\_\_\_\_

**I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.**

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**REPORT OF THE BUILDING OFFICIAL**

**Accepted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**For Office Use**

**Received** \_\_\_\_\_

**Fee Paid \$** \_\_\_\_\_

**Check #** \_\_\_\_\_