

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, email 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. If U-Factor is not listed on receipt, a copy of the specification showing U Factor is required.
 - Windows or Doors: 0.30 or lower.
 - Skylight windows: 0.55 or lower.
 - The lower the U-Factor number will be more energy-efficient.
 - The final inspection is done from the outside of the house, the stickers should remain on the doors and windows with at least one sticker turned out. This way we can verify the U-Factor and which windows, doors were replaced.
 - A fee of **\$55.00** 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.
 - 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.
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 - A fee of **\$55.00** 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 **\$65.00** 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:

- 1) A minimum of 24-hour notice is required when scheduling any inspection.
- 2) 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
- 2015 Int'l Residential Code/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2018 International Energy Conservation Code

REV. 1.24.2019

CITY OF ST CHARLES
Application for Building Permit



DEPARTMENT: BUILDING & CODE ENFORCEMENT PHONE: (630) 377-4406

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.
- Permit fee for Windows Replacement is \$55.00 **PAYMENT IS BY CHECK PAYABLE TO THE CITY OF ST. CHARLES OR BY CASH.**
- Permit Fee for Door Replacement is \$55.00 **PAYMENT IS BY CHECK PAYABLE TO THE CITY OF ST. CHARLES OR BY CASH.**
- Permit Fee for Siding is \$65.00 – **PAYMENT IS BY CHECK PAYABLE TO THE CITY OF ST. CHARLES OR BY CASH,**

Owner of the Property:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Applicant:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

General Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Contractor: _____

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone 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 # _____