



## PERMIT CHECKLIST

### RESIDENTIAL WINDOWS, SLIDING GLASS PATIO DOORS & SKYLIGHTS

*This permit is for the removal and replacement of residential windows and patio doors that are the same size only. If the window or door size is to be enlarged or decreased, a remodeling permit will be required. No structural modifications or structural repairs have been approved as part of this permit.*

*This permit does not include multi-family units, such as condominiums or townhomes.*

### REQUIRED VALUES FOR WINDOWS, PATIO DOORS & SKYLIGHTS

- Windows & Patio Doors – U-value of 0.30 or less
- Skylights – U-value of 0.55 or less\*

*\*Based on current International Energy Conservation Code*

### SUBMITTAL REQUIREMENTS

- Completed Application**  
Applications may be completed online by visiting using the Self Service Portal, My Wood Dale at [www.wooddale.com](http://www.wooddale.com) or by visiting City Hall during normal business hours.
- Signed Copy of Contract or Scope of Work**  
Signed copy of contract by Property Owner if hiring a contractor. If the Property Owner is completing the project, please provide a scope of work.
- Contractor Information**  
All contractors must be registered with the City of Wood Dale. If your contractor is not registered, your permit may be delayed.
- Permit Fee**  
Permit fees may be paid online or in person by visiting City Hall.

**Questions? We're here to help. Please call us.**

(630) 766-5133 - M-F: 8:30 a.m.-4:30 p.m.

### PERMIT

- Post Permit Card**  
The permit card must be printed, posted and visible from the street. Failure to display the permit card will result in a failed inspection and additional fee.
- Installation**  
Keep informational stickers (U-Value) on windows and doors until the work has been inspected.

### INSPECTIONS

- Building Final Inspection**  
A final inspection is required. Inspections may be scheduled by calling (630) 766-5133 or by logging into your My Wood Dale account. Access to the inside of the home will be needed for the inspection.

