



## VILLAGE OF BROOKFIELD

Community & Economic Development  
8820 Brookfield Ave. Brookfield, IL 60513

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## Window / Doors

### Application Checklist

### Part 1: Submittal Requirements

I certify that the following items have been included as part of a complete window / door permit application:

- Completed and signed Building Permit application form.
- If job is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with window / door work and ensure that the contractor is registered with the village.
  - If job is to be completed without contractor assistance, the home owner is to provide a detailed scope of work / materials list and a signed home owner's waiver accepting liability for the performed work.
- Documentation demonstrating the size, style, and location of the windows or doors. (This window or door description can be found in the manufacturer's catalog or specification sheet.)
- Documentation demonstrating the U.S. Department of Energy rating or "U factor" of .32 or less and a minimum of insulated glass with a low "E" coating. (This attribute can be found on the window's sticker.)

### Part 2: Project Description

Please complete the following:

- Window / Door Location:  Direct Replacement (same size, same location)
- New Location (new rough openings will be constructed)  
(If selected, framing / structural specifications are required)

Number of Windows: \_\_\_\_\_

Number of Doors: \_\_\_\_\_

### Part 3: Acknowledgments

The applicant hereby acknowledges:

- Windows / doors will be installed in compliance with the manufacturer's recommendations and instructions.

Signature of Owner or Authorized Agent: \_\_\_\_\_

Printed Name of Owner or Authorized Agent: \_\_\_\_\_