



VILLAGE OF BROOKFIELD

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

PHONE | (708) 485 - 7344 x 3
FAX | (708) 485 - 8090
WEBSITE | www.brookfieldil.gov

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 project is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with the window / door work and ensure that the contractor is registered with the village.
 - If project 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 windows 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: _____