



VILLAGE OF MIDLOTHIAN BUILDING DEPARTMENT

14801 S. Pulaski Road, Midlothian, IL 60445
P: (708) 385-8642 F: (708) 389-0255

buildingdepartment@villageofmidlothian.org

WINDOWS / EXTERIOR DOORS

WINDOW & PATIO DOOR PERMIT REQUIREMENTS:

- Submit a completed permit application. Missing information may delay permit approval.
- Provide window specification information. Also, include the following:
 - Room(s) where window(s) is located.
 - Size type/style of replacement window(s).
 - Any window locations require safety glass? (i.e., bathrooms, stairways, doors, etc.).
- Provide framing details when window or door size is different than the existing opening.
- Bedroom window replacement egress information required except “like for like” replacements.

- INSPECTIONS: The owner, applicant or contractor is required to call a minimum of 24 hours (one business day) in advance for inspections. Inspections are only performed M-F during regular working hours. Inspections required:
 - Framing if performed.
 - Final window inspection.
 - Manufacturer applied labels shall remain on all windows for the final inspection.
- All inspections shall be completed before the permit expiration date.

EXTERIOR DOOR PERMIT REQUIREMENTS:

- Submit a completed permit application. Missing information may delay permit approval.
- Provide door specification information. Also, include the following:
 - Door location(s) (front, back, side, garage, etc.).
 - Type & size of door,
 - U-Factor if door has glass.

- INSPECTIONS: The owner, applicant or contractor is required to call a minimum of 24 hours (one business day) in advance for inspections. Inspections are only performed M-F during regular working hours. Inspections required:
 - Framing if performed.
 - Final window inspection.
 - Manufacturer applied labels shall remain on all windows for the final inspection.
- All inspections shall be completed before the permit expiration date.

It is understood that approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to compliance with Village of Midlothian Ordinances.

It is further understood that, in the event of conflict between the approved plans and provisions of the ordinances, the ordinance shall be the final authority.

Signature: _____ **Date:** _____

Print: _____