



**VILLAGE OF ARLINGTON HEIGHTS**  
DEPARTMENT OF BUILDING & HEALTH SERVICES  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
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**COMMERCIAL/MULTI-FAMILY WINDOW(S)  
PERMIT SUBMITTAL REQUIREMENTS  
ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

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- [APPLICATION FOR BUILDING PERMIT](#)
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors must be licensed in the Village of Arlington Heights prior to release of permit.)
- 2 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
  - [COMMERCIAL PROPERTY OWNER AS GENERAL CONTRACTOR](#)  
(If applicable)
  - CONTRACTOR'S PROPOSAL
  - MANUFACTURER'S CATALOG CUT SHEETS AND SPECIFICATIONS FOR THE WINDOW(S) AND GLAZING
  - DRAWINGS OR NARATIVE IDENTIFYING WINDOW TYPE(S) AND LOCATION(S)
  - CONDO ASSOCIATION APPROVAL REQUIRED IF A CONDOMINIUM UNIT
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR  
REVIEW AND APPROVAL**

## **PERMIT SUBMITTAL INFORMATION**

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- ★ An additional permit fee will be due at time of pick up.
- ★ Final inspection from the exterior of the property required.

### **EXTERIOR WINDOWS (COMMERCIAL)**

All windows for new projects and replacement windows in existing buildings are subject to the provisions of **Regulations and Standards for Energy Conservation and Sound Control Measures** in Chapter 23 of the Arlington Heights Municipal Code.

#### **Section 502.3 Fenestration (Prescriptive)**

Fenestration shall comply with Table 502.3 (of the IECC). Where glazing units are provided for exterior walls, every exterior window shall be sealed at the window-wall interface and shall be glazed with insulation glass with a low E coating on the inside of the outside pane.

#### **Section 23-703 Specific Sound Control Measures for Commercial Buildings and Multi-Family Structures**

Where glazing units are provided for exterior walls, such glazing units shall have a minimum STC rating of 32.

**All permit applications must be accompanied with a window manufacturers cut sheet or other documentation stating the pertinent details stated above.**