



# Village of **WILLOWBROOK**

## WINDOWS AND DOORS

### **Step-by-Step Application Process**

#### **1. Create Online Account**

- Go to [willowbrook.onlama.com](http://willowbrook.onlama.com)

Register as a user and log in to begin the application

#### **2. Contractor Requirements**

- Upload a Certificate of Insurance:
  - Must name **Village of Willowbrook** as the certificate holder

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#### **3. Submittal Requirements**

Upload the following documents through the portal:

- **Signed Proposal or Contract**
  - Must be signed by the property owner
- **Homeowner Association (HOA) Approval Letter**
  - Required if property is a townhome or condominium
  - Must be signed by the association
- **Energy Efficiency Information**
  - New windows and doors must have a **U-Factor  $\leq$  0.30**
  - Specify all products to be installed
- **Safety Glazing Compliance**
  - Identify all hazardous locations
  - Confirm safety glazing per IRC Section R308.4
- **Location Details**
  - Describe each window/door location (e.g., "Kitchen – East Wall")
  - Include rough opening and operable opening dimensions
- **Insulation Method**
  - Describe proposed insulation between framing and fenestration
- **Structural Changes (if applicable)**
  - Modifications to framing or opening size require structural review
  - New window wells require zoning and structural review

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#### **4. Code Compliance**

Ensure your project complies with the following codes:

- **2018 International Residential Code (IRC)**
- **2018 International Building Code (IBC)**
- **2021 International Energy Conservation Code (IECC)**

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#### **Required Inspections**

- **Rough Inspection**
- **Final Inspection**

#### **To Schedule:**

Request inspection through the online permit portal

- **Notice Required:** Minimum 24 hours advance
- **Inspection Days:** Monday, Wednesday, Friday **Hours:** 9:00 AM – 12:00 PM