



Village of WILLOWBROOK

WINDOWS AND DOORS

✔ Step-by-Step Application Process

1. Create Online Account

- Go to 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

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** ≤ 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

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)**

✂ 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