

# **WINDOW OR DOOR** **REPLACEMENT**

**Village of Sugar Grove – Building Division**  
**601 Heartland Drive**  
**Sugar Grove, IL 60554**  
**630-466-8954-phone 630-466-1083-fax**  
**Monday – Friday 8:00 a.m. - 4:30 p.m.**  
[permits@sugar-grove.il.us](mailto:permits@sugar-grove.il.us)

**BUILDING PERMIT** - Allow 7 (seven) to 10 (ten) working days for processing.

## **PLAN REVIEW**

Please submit a completed building permit application, a specification sheet indicating the type and number of replacement windows / doors being installed with dimensions and a copy of the owner accepted proposal, contract or Authorization form.

## **REQUIRED CONTRACTOR INFORMATION**

All private contractors that perform any installation shall be licensed with the Village of Sugar Grove. If the contractor is not currently licensed with the Village, an application can be obtained from the [http://www.sugar-grove.il.us/Dept\\_CD/BP\\_contractor.pdf](http://www.sugar-grove.il.us/Dept_CD/BP_contractor.pdf) or by contacting the Building Division at 630-466-8954. The contractor's fee is \$165 and is valid for one year from the date of application.

## **INSPECTIONS**

Inspections may be required for rough, house wrap and final.

Please call 630-466-8954 ext. 35 to schedule an inspection. Be prepared to give contact name and phone number, address, permit number, type of inspection, as well as the date and time (am or pm) of day you would like the inspection. **A 24-HOUR NOTICE MUST BE GIVEN.**

## **PERMIT FEE**

- The permit fee must be paid when the permit is picked up after review and approval.
- \$25.00 per window or door with a maximum charge of \$75.00
- **NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, WILL INCUR PENALTY OF DOUBLE THE PERMIT FEE.**

## **MISCELLANEOUS INFORMATION**

- According to Ordinance #614 the erection, demolition, alteration or repair may only occur between the hours of **6:30 a.m.** and **8:30 p.m.**
- Additional structural modifications or square footage are an additional fee.
- Some Homeowner's Association may have regulations, please check with them to ensure compliance.