WINDOW REPLACEMENT
REQUIRING STRUCTURAL CHANGES
Village of Manhattan

CHECKLIST:
- Permit application completed
- Detailed Project Drawing/Scope of Work (Type & number of windows; Dimensions & plans)
- Estimate from Contractor with owner signature – OR – If homeowner completing work, provide material type & dimensions.
- Contractor Registered with the Village?
- Is Homeowners Association Approval Required?
  - Yes
  - No
  - Applied
  - Not applied
  - Attached Approval

PERMIT FEE:
Permit fee is paid when the permit application is submitted.

| Windows – Exact replacement, not required | $0.00 |
| Windows – Requiring structure change     | $90.00 |

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT WILL INCUR A PENALTY RESULTING IN THE COST OF THE PERMIT FEE TO DOUBLE.

PLAN REVIEW:
All window replacements requiring structural changes require a third-party plan review. Plan reviews are performed Monday through Friday. Plans must be submitted by 3:00 P.M. the day prior to the intended review.

REQUIRED CONTRACTOR INFORMATION:
Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Manhattan. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Department at (815) 418-2042 or from www.villageofmanhattan.org.

INSPECTIONS:
1. An inspection will be required for rough framing and U-factor for windows.
   - Please call (815) 418-2060 or email building@villageofmanhattan.org to schedule an inspection. Be prepared to give contact name, phone number, address, permit number, type of inspection as well as the date for the inspection to be scheduled.
   - Please note that inspections need to be called in by 3:00 P.M. in order to be scheduled for the following business day. Inspections are performed Monday through Friday.

MISCELLANEOUS INFORMATION:
- Other restrictions may also apply depending on subdivision and individual subdivision covenants.
- According to Village Code, construction noise resulting from the erection, demolition, alteration or repair may only occur between the hours of 7:00 A.M. and 9:00 P.M. Monday through Friday, and 8:00 A.M. and 9:00 P.M. Saturday and Sunday.