



Window Project Sheet

1. Submit a completed building permit application along with window cut sheets and window room locations. Also, the cut sheets need to have on it the new window's U-factor.
2. Complete submittals can be submitted to the Village Hall at 600 Harvest Gate or emailed to the Community Development Department at cd@lith.org.
3. Payment is not required at the time you submit your application and drawings.
4. Please allow approximately 10-12 business days after submitting your application, product information, and description of work for the review process before the permit will be issued.
5. Payment is not required at the time you submit your building permit application. We can call or email when the permit is ready for payment/pickup and can inform you then of the permit price. The minimum price for window permits is \$50 & the permit is valid for two months.
6. If a contractor is being used to install the windows, the contractor must be licensed with the village before your permit will be issued (per Municipal Code, Chapter 38).
7. An in-progress and final inspection are needed for your window permit.