

Village of Hillside

**BASEMENT
EMERGENCY
ESCAPE
WINDOW**

Building Services Department

NOTE:

All basement emergency escape window permits are issued pending the approval of the Zoning and Building Departments.

Any project started before a permit is issued is subject to a fine of double the permit fee.

Should you have any questions,

please contact the

Building Services Department

Village of Hillside

**Building Services Department
425 Hillside Avenue
Hillside, IL 60162**

Phone: 708-202-3434

Fax: 708-202-3432

www.hillside-il.org

Telephone: 708-202-3434

Basement Emergency Escape Window Specifications

When constructing a basement emergency escape window within the Village of Hillside, please address the following requirements.

Permit Application

Requirements/Submittal:

1. Application for Building Permit.
2. Copy of Plat of Survey: draw the location of the exterior window well; include its distance from a side lot line.



Zoning Requirements:

Location: Exterior window openings are permitted in the side and rear yard, 3 feet minimum from property line.

Window Unit Requirements:

1. Maximum height of 44 inches above finished basement floor to top of windowsill.
2. Minimum **area** of the passage opening must equal 5.7 square feet.
3. Minimum clear (passage opening) **height** equals 24 inches.
4. Minimum clear (passage opening) **width** equals 20 inches.
5. The window must be operable from the inside to full opening without the use of a key or tool.
6. Horizontal dimensions of the window well must allow the window to open fully.
7. The minimum clear area of the window well is 9 square feet with minimum dimensions of 3 feet.
8. The top right rim of the window well cannot be higher than 6 inches above exterior finish grade.
9. If the depth of the window well to finish grade is greater than 44 inches, then a ladder or steps are required.

Required Inspections:

Final inspection when completed.

Payment of the Following Fees is Necessary:

1. Permit Fee - \$50.00
2. Installation Contractor Requirements:
 - A. Contractor's License Fee - 55.00
 - B. \$10,000 License/Permit Bond to include Hold Harmless Clause naming the Village of Hillside as additional insured
 - C. Certificate of Insurance.

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