

Village of Russell Gardens - Application for Window Replacement Requirements

- Miscellaneous Building Permit Application Form and
- Design Review Board application for Window Replacement/Minor Application form.

Please, find the forms at:

<https://www.russellgardens.com/forms-and-applications>

Fees as follows:

Miscellaneous	
Miscellaneous Permit Fee	Work under \$1000: \$50 Work \$1001 - \$5000: \$100 Work over \$5001: \$250

+ \$50 for the Design Review Board Application.

- Photo/s of the house where the existing windows are.
- Printout of the windows manufacturer with the diagrams, color, and picture of your proposed window/s.
- Manufacturer's specifications with emergency egress designation, if bedroom window, otherwise, note: "NOT A BEDROOM WINDOW", unless the existing rough opening is not large enough to accommodate a window with emergency egress designation.
- Manufacturer's specification of tempered glass or safety glazing if window will be next to stairs (exterior or interior) within the swing of a door, in a door, otherwise note: "NOT TO BE NEXT TO STAIRS (EXTERIOR OR INTERIOR) WITHIN THE SWING OF A DOOR, IN A DOOR".
- Manufacturer's specification of window U-value less than 0.32 and SHGC 0.40, per energy conservation requirements.
- Certificates of contractor's insurance: liability, disability and worker's compensation with certificate holder and additional insured: "Village of Russell Gardens, 6 Tain Dr. Great Neck, NY 11021"
- Contractor's Nassau County Home Improvement License.