

# **SKYLIGHTS**

## **NEW AND REPLACEMENT INSTALLATION REQUIREMENTS**

**IMPORTANT: Check with your condo board to find out if there are any additional requirements specific to your individual condo association before getting started.**

**If you are considering putting in new skylights or making changes in existing skylight size, shape or location, it is essential that you make sure your condo board will approve before you order skylights or sign installation contracts. For help in determining if this is necessary, consult your condo's Community Manager in the Management Office.**

### **SECTION I: UNIT OWNER'S BASIC CHECKLIST**

- 1. Select a skylight supplier and an installation contractor and provide them with a copy of these guidelines. Your contractor must be bonded and insured.
- 2. Obtain a signed proposal from the contractor you have chosen to do the work, and make a copy of that proposal. The proposal must state that work will conform to LBS requirements.
- 3. Obtain product specifications or a brochure for the skylight you have chosen. Indicate the exterior frame color and material.
- 4. Obtain neighbors' signatures of approval for your project on the page provided in the Application Form.
- 5. If skylights are to be installed where none existed previously, you must obtain structural drawings showing installation details from a licensed architect or engineer in order for the Village to issue a building permit. These drawings must be attached to your completed Application Form before submitting it to the Office. Your Community Manager or your condo's

representative to the LBS Architectural Commission will be happy to help you with this process.

- 6. Complete the Application Form and all its required documents and hand it in to the Management Office. They will make sure the application is complete, and then forward it to your condo board for final approval.
- 7. Wait to hear that your project has been approved by your condo board.
- 8. Once you have been notified by the Management Office that your project has been approved, you or your contractor must obtain a Building Permit from the Village of Lake Barrington to display at your unit before installation can begin. Ultimate responsibility for obtaining and displaying a permit lies with the unit owner.

### **Your Application Must Include:**

Skylight specifications and installation instructions showing compliance with all requirements must be submitted with your completed application. Your application must include:

1. Completed Application Form
2. Signed neighbor approval form from all who will be able to see your skylights
3. Detailed product literature showing style, shape, dimensions and exterior frame color of your chosen skylights
4. Signed contract from a bonded and insured contractor indicating that LBS standards will be followed in the installation process
5. If you are installing new skylights where none existed before, you must also submit architectural drawings showing location of proposed skylights and installation details.

## SECTION II: MATERIAL SPECIFICATIONS & DESCRIPTION

1. Skylight exteriors must be aluminum clad with no wood or steel exposed to the weather.
2. All aluminum must be anodized a dark color. No natural-color anodized, light colored finishes or black are permitted. Earth tones matching aged roofing, siding or bronze gutters and downspouts are encouraged.
3. Skylight glazing must be glass only, double glazed thermo-pane with low E coating. No plastic glazing material is permitted.
4. No “bubble” style skylights are permitted.
5. “Slot” ventilated units may be installed, but skylights with moveable or tilting glazing are not permitted.

## SECTION III. AESTHETICS, STRUCTURE AND INSTALLATION

**Important: You must provide your installer with a copy of these requirements**

1. Maximum length of any skylight is 48” nominal size.
2. Maximum nominal width of each skylight is determined by the structure of the roof in which it is installed as follows:
  - a) Raftered roof sections with rafters 16” on center may have skylight widths no greater than will fit into two sections, or a maximum of 30”. The intermediate cut rafter must be double-headered to adjacent rafters at the top and bottom of the skylight opening with lumber of the same dimension in depth and width as the cut rafters. Where two skylights are placed next to each other, they must be separated by a minimum of one rafter spacing or 16”, leaving two uncut rafters between skylights. The installation must comply with Village of Lake Barrington building codes.
  - b) Roof sections supported by roof trusses 24” on center must have skylights with a maximum nominal width to fit between trusses, or 22”. Where two skylights are adjacent to each other, the next skylight may be installed in the next truss bay. Under NO circumstances shall any truss chord or any part of a truss be cut or modified in any way.
  - c) Where installation of skylights requires light shafts to meet flat ceilings, the light shaft must be framed using 2 x 4 framing appropriately fastened to roof rafters and ceiling joists, covered with a minimum of 1/2” sheet rock, and insulated on all sides with a

minimum of 3-1/2" fiberglass or R-19 equivalent. No Styrofoam or urethane foamed board insulation is permitted.

3. There may be more than one roof section on a single unit when it is viewed from the outside. No more than four skylights total are permitted on any one side of any unit no matter how many separate roofs there are. No roof surface may have more than three skylights, and no more than two skylights may be positioned adjacent to one another.
4. No unit may have more than six skylights in total regardless of where they are placed.
5. No skylights may be placed in tandem on any roof section.
6. No skylight may be installed on any flat roof section. For these purposes, a flat roof is defined as having a roof pitch of less than 4/12, (4" rise for 12" of run).
7. No skylights may be installed in roof sections shorter than 6 feet in length or width.

#### **SECTION IV. MAINTENANCE RESPONSIBILITY**

Skylight installation must conform to all requirements stated. In addition, unit owners assume full responsibility to correct the following potential future problems:

1. Any future leaks
2. Interior damage caused by such leaks
3. Failure of any skylight component regardless of the cause
4. Failure of any shingles or roof component within two shingle widths of the skylight
5. Failure of skylight flashing, roof decking or roof structure modified and adjacent to any skylight.

**Unit owners' assumption of responsibility for maintenance and replacement as outlined above is automatically passed on to subsequent owners.**

**Owners with skylights are required to notify prospective buyers of this liability, and to inform them that they will be responsible for all future skylight repairs and replacements as outlined above.**