WINDOW REPLACEMENT SUBMITTAL CHECKLIST

ATTACHMENT E

Applications for residential window replacements require the following documents and information to be complete. Required items may vary depending on the project. Check with a member of our staff to confirm exactly which documents are required. If at any point during construction, the scope of the approved work changes, all modifications shall be submitted to the City for approval prior to performing work which deviates from that approved.

- ☐ Site Plan with Floor Plan with windows being replaced numbered. Include height of each window (Both inside and out)
- ☐ Completed Worksheet; List of window sizes to correlate to the number on the floor plan
- ☐ Title 24 or Window new and replacement fenestration document

PURPOSE

The purpose of this policy is to provide clarification for the building permit requirements related to window replacements or window retrofits.

DEFINITIONS

Window Replacement: The replacement of one or more windows including window frames. This does not include glass replacement and/or repairs only in an existing window frame.

Window Retrofit: The replacement of one or more windows where a retrofit window will be installed utilizing the existing window frame(s).

Like-for-like: The replacement window is the same size, type and there are no alterations or changes to the existing window opening. The structural window frame, interior and exterior materials are not altered.

POLICY

Historically, building permits have not been required for the replacement of broken or damaged window glazing. Permits are required for replacement and retro-fit windows as required per section 105.1 of the 2019 California Building Code.

Policy Procedure

A. Building permits are not required for the replacement of broken or damaged glazing within an existing window frame and is considered maintenance work. The installation or replacement of glazing shall be in accordance with new installations.

B. A Building Permit is required to replace an existing window when any of the following conditions are met:

1) The existing window frames are removed and a new window and frame is installed in the existing rough window opening. In a bedroom, as long as the existing window complied with the building code at the time of installation, the new, same type window and rough opening size window will be considered as compliant. There is no increase in the level of hazard. Refer to Egress Window Table below to determine the requirements at the time of original installation.
2) The existing window and frame are removed and the rough window opening size is changed or altered. If this is a bedroom egress window, the window must comply with current Emergency Escape and Rescue Egress requirements. Framing plans and flashing details are required for new structural alterations when existing openings are altered.
3) The existing window and stops are removed, the existing frame is left in place and a new retro-fit window and frame is inserted within the existing window frame. If the window opening size is changed by this installation, it must meet Emergency Escape and Rescue Egress requirements.
4) Replacement windows must meet current Climate Zone 13 California Energy requirements.
5) Like-for-like window replacement projects require a single inspection once all work has been completed. Any other window replacement project that involves the installation of flashing, opening alterations or similar construction requires a minimum of two (2) inspections. An in-progress inspection is required while windows are being installed and final inspection once all work is complete.
   All window decals shall remain on window surfaces indicating the energy efficiency ratings of windows until a final building inspection is completed.

Egress Window Table

Date of Original Permit Application	Code in Effect	Section	Maximum Sill Height	Minimum Net Opening	Minimum Height	Minimum Width
Jun 11, 1962 through Apr 18, 1971	UBC 1961 and 67	3320	48 inches	5.0 sq. ft.	24 inches	24 inches
Apr 19, 1971 through Jul 5, 1977	UBC 1970, 73	1404	48 inches	5.0 sq. ft.	22 inches	22 inches
Jul 6, 1977 through Aug 15,1983	UBC 1976	1404	44 inches	5.7 sq. ft.	24 inches	20 inches
Aug 16, 1983 through Dec 27, 1995	UBC 1982,85,88 and	1204	44 inches	5.7 sq. ft.	24 inches	20 inches
Dec 28, 1995 through Dec 31, 2007	1994 UBC/1995 CBC, 98 CBC	310.4	44 inches	5.7 sq. ft.	24 inches	20 inches
Jan 1, 2008 through Dec 31, 2010	2007 CBC	1026	44 inches (bottom of clear	5.7 sq. ft. (5.0 sq. ft. at the ground	24 inches	20 inches
Jan 1, 2011 through Dec 31, 2013	2010 CBC/CRC	1029 and R310	44 inches (bottom of clear	5.7 sq. ft. (5.0 sq. ft. at the ground	24 inches	20 inches
Jan 1, 2014 through Dec 31, 2016	2013 CBC/CRC	1029 and R310	44 inches (bottom of clear	5.7 sq. ft. (5.0 sq. ft. at the ground	24 inches	20 inches
Jan 1, 2017 through Dec 31, 2020	2016 CBC/ CRC	1029 and R310	44 inches (bottom of clear	5.7 sq. ft. (5.0 sq. ft. at the ground	24 inches	20 inches

INCOMPLETE SUBMITTALS WILL BE REJECTED

I have reviewed this checklist. All items checked above are included. Plans must be signed by the person responsible for their preparation.

PRINT OR TYPE NAME: _____

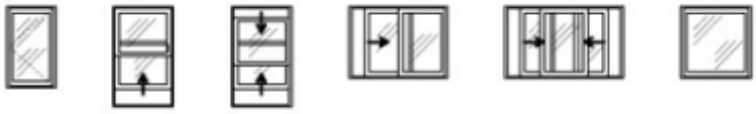
SIGNATURE: _____ DATE:_____

INSTRUCTIONS:

Complete the worksheet below. The numbering system can be used to reference locations of proposed work on the plan. Refer to the code information on the second sheet to verify that your proposed windows & doors meet the applicable code requirements. If you need assistance see our "WINDOW AND DOOR REPLACEMENT- SAMPLE PLAN" handout or a plans examiner.

WINDOW TYPES:

Casement (CAS) | Single Hung (SH) | Double Hung (DH) | Slider Slider (SLDR) | Slider XOX (XOX) | Fixed (FIX)



WORKSHEET

ADDRESS: _____ **FIRE ZONE: YES / NO**

	EXISTING WINDOW/DOOR SIZE & TYPE	**NEW WINDOW/DOOR SIZE & TYPE**	**GLAZING AREA (SQ.-FT.)**	**ROOM AREA (SQ.-FT.)**	LOCATION (ROOM)	SAFETY GLAZING (Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

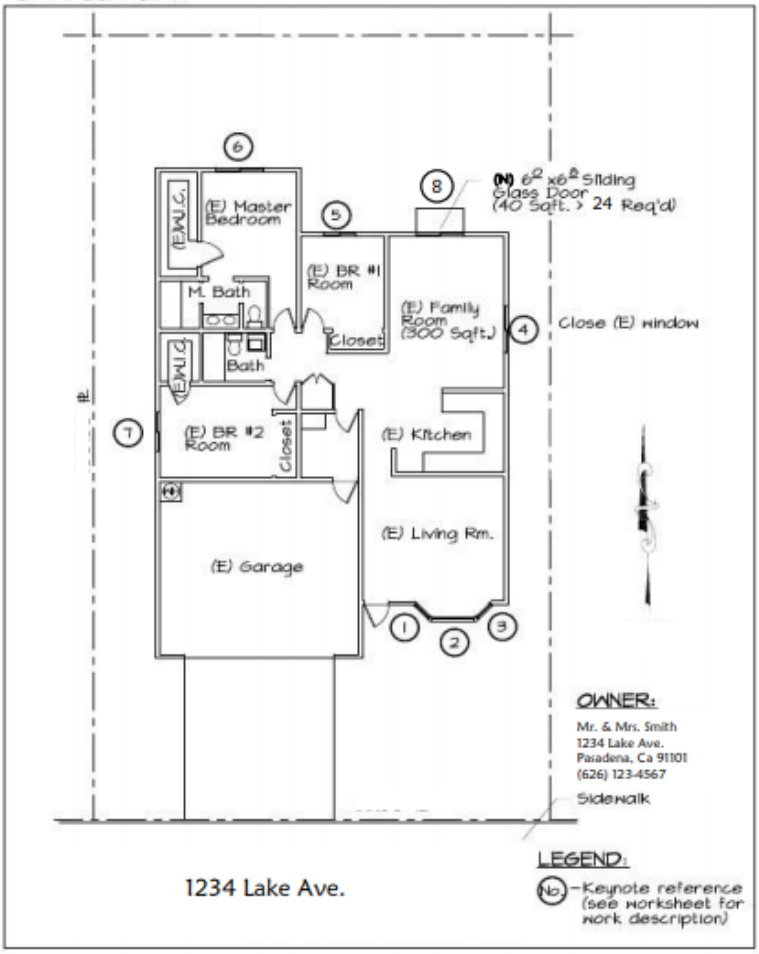
Total Glazing Area _____ **Max. U-Factor** _____ **Max. SHGC** _____

Submission of this form is not a guarantee that the above stated windows will meets code requirements. Final determination will be made by the building inspector at the time of inspection.

I acknowledge and will meet the all the applicable code requirements as listed on sheet 4 & 5 for proposed window and door replacement.

Applicant Signature: _____ Date: _____

SAMPLE PLAN



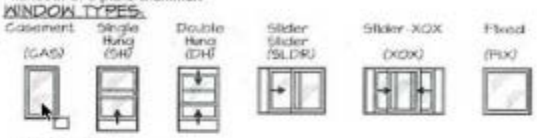
1234 Lake Ave.

SAMPLE COMPLETED WORKSHEET

INSTRUCTIONS:

Complete the worksheet below. The numbering system can be used to reference locations of proposed work on the plan. Refer to the code information on the second sheet to verify that your proposed windows & doors meet the applicable code requirements. If you need assistance see our "WINDOW AND DOOR REPLACEMENT - SAMPLE PLAN" handout or a plans examiner.

WINDOW TYPES:



WORKSHEET

ADDRESS: 1234 LAKE AVE. FIRE ZONE: YES / (NO)

	EXISTING WINDOW/DOOR SIZE & TYPE	NEW WINDOW/DOOR SIZE & TYPE	GLAZING AREA (SQ.-FT.)	ROOM AREA (SQ.-FT.)	LOCATION (ROOM)	SAFETY GLAZING (Yes/No)
1	2'6" x 5'0" SH	2'6" x 5'0" SH	12.5 SF	300 SF	LIVING RM	NO
2	5'0" x 5'0" FIX	5'0" x 5'0" FIX	25 SF	300 SF	LIVING RM	NO
3	2'6" x 5'0" SH	2'6" x 5'0" SH	12.5 SF	300 SF	LIVING RM	NO
4	6'0" x 4'0" SLDR	CLOSED			FAMILY RM	
5	4'0" x 4'0" SLDR	4'0" x 4'0" SLDR	16 SF	150 SF	BR #1	NO
6	6'0" x 4'0" SLDR	6'0" x 4'0" SLDR	24 SF	175 SF	M. BEDRM	NO
7	5'0" x 4'0" SLDR	5'0" x 4'0" SLDR	20 SF	200 SF	BR #2	NO
8	6'0" x 6'8" DOOR	6'0" x 6'8" DOOR	40 SF	300 SF	FAMILY RM	YES
9						
10						
11						
12						
13						
14						
15						

Total Glazing Area 150 SF Max. U-Factor 0.32 Max. SHGC 0.25

Submission of this form is not a guarantee that the above stated windows will meets code requirements. Final determination will be made by the building inspector at the time of inspection.

I acknowledge and will meet the all the applicable code requirements as listed on sheet 4 & 5 for proposed window and door replacement.

Applicant Signature: Joe Smith Date: 1/1/17

An Energy-Rating Label to Help You Shop

Look for the National Fenestration Rating Council's label when you shop.

U-factor: Rates how much heat escapes through a window. This is most important in cold climates.
Range: 0.2 – 1.2

Visible Transmittance: Rates how much light comes in.
Range: 0 – 1

Condensation Resistance: Rates how well a product resists condensation.
Range: 1 – 100

Solar Heat Gain Coefficient: Rates how much heat from the sun is allowed in. This is most important in warm climates.
Range: 0 – 1

Air Leakage: Rates how much outside air comes in.
Range: 0.1 – 0.3

= ratings may not be on the label, but may be online or from the vendor