



## **WINDOW REPLACEMENT PERMIT** **SUBMITTAL REQUIREMENTS**

Updated 12/17/2020

1. [Permit application](#). (The applicant is the person applying for the permit not the contractor)
  - a. Provide a clear scope of work
  - b. Ensure the application is legible.
2. Letter of authorization on company letterhead authorizing the individual applying for and obtaining the permit on the company's behalf.
3. Owner Builder permits require an [Owner / Builder Declaration](#).
4. Method of payment – utilize the [credit card authorization form](#) available on the Building page.

### ***All windows in the home are being replaced:***

- a. *Write in the work description "Removing and Replacing all Windows and Sliders (# being replaced).*

### ***Not all windows or doors are being replaced:***

- a. *Floor plan showing the rooms receiving new windows and doors to include the sizes.*

Any structural modifications all require framing details and possibly structural calculations. This type of review does require a full plan review and is not an immediate issue permit.

### **Important Replacement Window Information:**

**Replacement windows installed in buildings meeting the scope of this code shall be exempt from the maximum sill height requirements of Section R310.2.2 and the requirements of Section R310.2.1, provided that the replacement window meets the following conditions:**

- 1. The replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening. The replacement window is of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.**
- 2. The replacement window is not part of a change of occupancy.**

**Other Code Requirements:**

1. Windows shall have a maximum u-value of 1.25 and be National Fenestration (NFRC) rated and labeled.
2. Emergency egress windows (bedroom escape window) shall have a minimum of 5.7 square feet of clear opening and a maximum 44" sill height from finished floor to clear opening. Minimum clear opening width of 20 inches and height of 24 inches. (CRC 310)
3. Glazing shall be tempered if located in the Wildland Urban Interface Area (CRC R308); located less than 60 inches measured vertically above walking surface of shower / tub / steam rooms, etc., 24" from door swings and less than 18" from finished floor or located in any hazardous location as indicated per CRC R308.4.
4. Provide a fall prevention device if the opening is located more than 72 inches above finished grade and the lowest part of the clear opening is less than 24 inches above finished floor. (CRC R312.2)

Email these items to [building2@ci.pinoe.ca.us](mailto:building2@ci.pinoe.ca.us).

Fees: Please refer to the [fee schedule](#).