

Residential Remodel Building Permit Questionnaire

Window and Door Replacement

Important notes about building permit request submissions

- All permit applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Please include the following:
 1. List the site address on all documents and plans.
 2. Include the owner's name on all documents.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

How to use this document

1. Please read "General guidelines" on page 1 and the "Relevant code sections and requirements" on page 5.
2. Please fill out the questionnaire and checklist starting on page 3 including the year the house was built, in the section "General information about the home" on the same page.
3. When required, include additional information at the end of this document on page 7 or a separate document attached to your online application.

General guidelines

1. Window replacements are to meet current codes.
2. It is your responsibility to inform the Building Department of any possible reasons as to why full code compliance cannot be met, and you must receive approval prior to permit issuance, window purchase, or installation.

3. When providing any additional information on page 7, or on a separate document, you must clarify why the window replacement may not meet the current minimum code requirements and include supporting explanations as to why this should be accepted.

Checklists and required information

General information about the home

Please write here the year the home was built, if known: _____.

(This may become relevant for any non-compliance issues, to show proof of previously existing code compliance)

Checklists' instructions

In the following checklists, please check each box to indicate code compliance or indicate N/A on the items that do not apply.

Window/door replacement checklist

Code compliance	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	Windows/doors being replaced are size for size with no framing or structural revisions.
<input type="checkbox"/>	<input type="checkbox"/>	Windows/doors being replaced are NOT size for size. (Provide specific details for each such window, indicating any proposed framing modifications, which may require engineered plans for enlarging window openings, headers, and foundation wall cutting)
<input type="checkbox"/>	<input type="checkbox"/>	Windows/doors being replaced are of the same type (single hung, casement, slider, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Windows/doors being replaced are NOT of the same type (single hung, casement, slider, etc.) Provide specific details for each such window
<input type="checkbox"/>	<input type="checkbox"/>	Window or door invoice/supply sheet provided to indicate window sizes, window types, room, and floor locations (main floor, upper floor, basement, etc.) and which are intended to be egress windows
<input type="checkbox"/>	<input type="checkbox"/>	Window/door "U" factor compliance documentation provided.

Emergency escape and rescue openings checklist

Please indicate, by checking each box, if all emergency escape and rescue openings meet the following three groups of criteria:

- The maximum sill height is 44".
- The minimum opening width is 20", the minimum opening height is 24" and the window must have a 5.7 sq. ft clear opening (qualifying grade level code exception is 5.0 sq. ft).
- The window is operational from the inside of the room without the use of keys, tools, or special knowledge.

Based on the previously given answers, select one of the following four statements:

- Yes, all the emergency escape and rescue openings will meet these criteria after the new windows are installed.
- No, not all emergency escape and rescue openings presently meet the above criteria.
 - If this is applicable, clarify which windows do not meet the criteria and why in the space provided below on page 7 or on a separate document.
- The existing windows do meet the criteria, but the new replacement windows will not meet these criteria.
 - NOTE: Provide clarification as to which windows are affected, and rationale as to why this should be accepted, such as the Grade Level window exception, or the below Existing Building Code exception.
- The replacement windows will not meet current code criteria for openable area, though we choose to comply with Section 702.5 (as mentioned on page 5 of this document) of the International Existing Building Code (IEBC), and we hereby certify that the replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening.
 - NOTE: It shall be the responsibility of the applicant/contractor to inform the property owner of this decision and the implications of having reduced egress opening dimensions.

Relevant code sections and requirements

Emergency escape and rescue openings

1. International Residential Code (IRC) R310.1 Emergency escape and rescue required: “Basements, habitable attics, and every sleeping room shall have at least one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room.”
2. IRC R310.2.1 Minimum opening area: “Emergency and escape rescue openings shall have a net clear opening of not less than 5.7 square feet. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height opening shall be not less than 24 inches and the net clear width shall be not less than 20 inches. Exception: Grade floor or below grade openings shall have a net clear opening of not less than 5 square feet.”
3. IEBC 702.5 Emergency escape and rescue openings (excerpt): “Where windows are required to provide emergency escape and rescue openings in Group R-2 and R-3 occupancies and one- and two-family dwellings and townhouses regulated by the International Residential Code, replacement windows shall be exempt from the requirements of Section R310.2.1 of the International Residential Code, accordingly, provided 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 shall be permitted to be 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. Window opening control devices complying with American Society for Testing and Material (ASTM) F 2090 shall be permitted for use on windows required to provide emergency escape and rescue openings.”

Safety Glazing

Safety Glazing is to be installed as per the requirements of the 2021 International Residential Code, Section R308, including but not limited to:

1. Glazing in fixed and operable panels of swinging, sliding, and bifold doors
2. Glazing in an individual fixed or operable panel adjacent to a door where the bottom exposed edge of the glazing is less than 60 inches above the floor or walking surface and where the glazing is within 24 inches of either side of the door in the plane of the door in a closed position, or where the glazing is on a wall perpendicular to the plane of the door in a closed position and within 24 inches of the hinge side of an in-swinging door.

3. Glazing in an individual fixed or operable panel, with an exposed area greater than 9 square feet, and the bottom edge is less than 18 inches above the floor, the top edge is greater than 36 inches above the floor and one or more walking surfaces are within 36 inches measured horizontally and in a straight line of the glazing.
4. Glazing in guards and railings, including structural baluster panels and nonstructural in-fill panels, regardless of area or height above a walking surface
5. Glazing in doors, walls, enclosures, or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers, and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface. This shall apply to single glazing and each pane in multiple glazing.
6. Glazing where the bottom exposed edge of the glazing is less than 36 inches above the plane of the adjacent walking surface of stairways, landings between flights of stairs and ramps, except glazing 36 inches or more measured horizontally from the walking surface
7. Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within a 60-inch horizontal arc less than 180 degrees from the bottom tread nosing”

Additional information

(Please use the space below, or provide a separate document, to explain non-code compliance or to provide additional information to support the answers you gave in this questionnaire document.)