



RESIDENTIAL WINDOW REPLACEMENT

BUILDING SERVICES DIVISION REQUIREMENTS

All window replacements and retrofits require building permits. The items listed below are minimum code requirements from the current adoption of the California Energy Code (CEC) and California Residential Code (CRC) specific to when windows are replaced or retrofit windows are installed.

- Dual Glazing with a maximum U-factor of 0.30 and a maximum Solar Heat Gain Coefficient (SHGC) of 0.23 (California Energy Standards).
- All windows shall be installed in accordance with the manufacturer's requirements (including new flashing).
- Permits require smoke alarms equipped with a 10-year battery to be provided in all sleeping rooms and adjacent hallways, multi-levels, and basements (CRC, R314.2.2, exception 2). Please refer to the City of East Palo Alto's ***Residential Examples of Locations for Smoke & Carbon Monoxide Alarms*** for additional information.
 - Note – CRC R315.2.2 exception 1 does not require CO alarms for window replacements.
- Windows replaced in bedrooms shall meet the following egress and rescue requirement (CRC, R310.2):
 - Minimum net 20" clear width when open
 - Minimum net 24" clear height when open
 - Minimum net area of 5.7 square feet when open (minimum of 5.0 net square feet required for grade level bedrooms, i.e. first floor)
 - Maximum bottom of clear opening height not greater than 44" measured from the finished floor.
- 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.
- Emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with CRC section R310.4.
- Emergency escape and rescue openings shall open directly into a public way, or to a yard or court that opens to a public way.
- Emergency escape and rescue openings shall be maintained free of any obstructions other than those allowed by this section and shall be operational from the inside of the room without the use of keys, tools or special knowledge.
- All habitable rooms (excluding kitchens, hallways, bathrooms, and laundry rooms) are required to have natural light (windows or skylights) sized to a minimum of 8% of the floor area of the room and ventilation (open area portion of window or skylight) sized to a minimum of 4% of the floor area. For example, a 100 square foot habitable room is required to have a minimum of 8 square feet of natural light and 4 square feet of ventilation (CRC, R303).
- Please refer to the City of East Palo Alto's ***Emergency Escape and Rescue Windows Handout*** for additional information.

PERMIT PROCESS

1. Prior to submittal for a building permit, contact the Planning Division to determine if a separate permit is required.

Building Permit Review

2. Building Permit Application can be submitted at the Permit Counter during counter hours.

Inspections

3. Two inspections are required: a rough frame/flashing and a final. The rough frame/flashing shall be scheduled when the new window is installed and before the exterior covering (stucco or siding) is added. The final inspection shall be scheduled when all the work is complete.

Building Permit Application Requirements

- A complete Building Permit Application
- An approval letter from the Homeowner's Association (if applicable).
- A detailed floor plan including the use and size of each room and the size and location of each existing window and proposed new window may be required. If applicable, show any pool or spa location on the site plan.