SUBJECT: Window Replacement Policy

EFFECTIVE DATE: December 2005
Revised August 2011

CODE SECTION: CBC 3407

POLICY NUMBER: 2.5.8

PURPOSE:
To clarify permit requirements for installation of new windows in existing structures.
CBC Sec. 3407: *The installation or replacement of glass shall be as required for new installations.*

POLICY:

1) A permit is required for removal and replacement of any existing window when the frame of the window is removed and the weather seal of the window broken. All new flashing shall be as required by the listing of the window and CBC Sec. 1402.2. Installation of new window by caulking to existing weather barrier is not acceptable.
   i) An inspection is required to verify weatherproofing and flashing of new window installation. Inspection is made prior to placement of exterior cover at window.

2) Replacement of wood or metal framed windows with a vinyl insert window of the same style does not require a building permit as long as the weather seal of the original installation (flashing/counter flashing) is not broken.

3) A bedroom window being replaced is not required to meet minimum bedroom egress requirements if the rough opening of the window is not changed.
   a) Prior to 1976 Code, the requirements for maximum sill height were higher than the present 44 inch sill height. An existing window with a non-complying sill height does not need to have wall modification to install a conforming egress window if the rough opening is not enlarged for the replacement window.

Note: Regardless of permit requirements all new window installations shall meet the minimum safety glazing requirements of CBC Sec. 2406, light/ventilation requirements of CBC Sec. Sec. 1203, and meet the mandatory features of the California Energy Conservation Standards for U value and SHGC values.

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