



Building and Safety Division

125 E. College Street, Covina, CA 91723
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RESIDENTIAL WINDOWS CHANGE OUT

Information Bulletin:

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Step 1: Determine if a building permit is required?

Consult with the Building and Safety and Planning Divisions to determine if a building permit is required for any window and/or door change out project and for any project specific requirements from each Division.

The following types of window and/or door change out projects require a building permit:

❖ When the new rough opening of a window or door becomes larger or smaller than the old rough opening (structurally altered), a permit is required. All sleeping rooms are required to have an emergency escape and rescue opening with a minimum clear net opening of 5.7 sq. ft, (5.0 sq. ft minimum for grade level windows*). In addition, the minimum clear height must be 24 inches and the minimum clear width must be 20 inches. The maximum allowable window sill height off the finished floor is 44 inches to the clear opening. All window and door change outs that alter the existing rough opening must also meet the natural light and ventilation requirements of the 2013 California Residential Code and the **2013 California Energy Standards** (U Factor and SHGC of .40/.40 or better) as adopted and amended by the City of Covina.

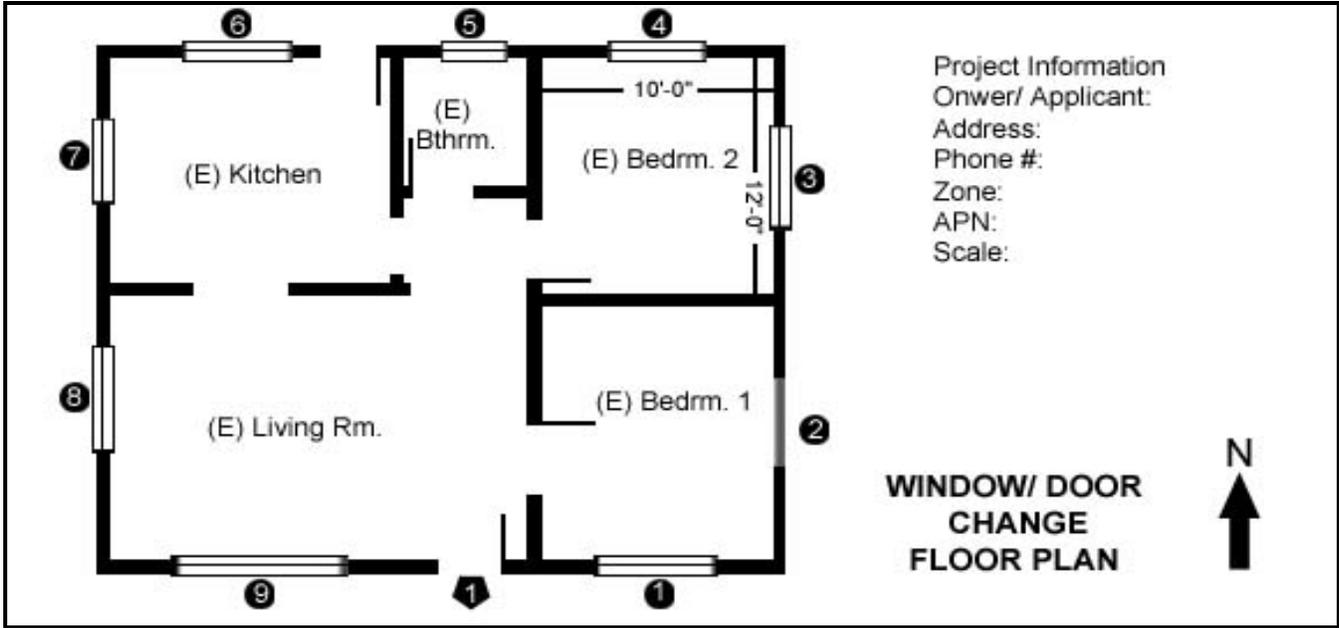
The following types of window change out projects do not require a building permit:

❖ All retrofit windows or doors that use the existing rough opening dimensions with no structural alteration in height or width do not require a permit. Though permits are not required for retrofit designs, all new windows and doors must meet or exceed the **2013 California Energy Standards** and the requirements of the **2013 California Residential Code**. Exemption from permit requirements shall not be deemed an approval to violate any of the Cities adopted Codes, Regulations, Ordinances, and laws.

Step 2: Submittal Process (If a building permit is required*)

1. Please submit three (3) sets of proposed floor plans along with the window/door schedule(s) and details.
2. **Floor plan:** Provide a fully dimensioned floor plan that indicates both the existing conditions and proposed work to be performed. Structural calculations and details may be required depending on scope of structural alteration. Also clearly identify the use of all rooms and spaces. Provide complete room dimensions for each room (length and width in ft). Furthermore, provide the owners information (i.e. name, address, phone number, etc.), 1/4" scale, north arrow, the APN (Assessor's Parcel Number), and the zoning designation.
3. **Note:** All building permits issued for repairs, alterations, or additions to existing dwellings that are valued over \$1,000, require the verification and installation of smoke and carbon monoxide detectors installed in accordance with **2013 California Residential Code, Sections R314 and R315**. The City building inspector shall verify the proper installation of said devices, prior to final inspection approvals for the work performed under the building permit.

SAMPLE FLOOR PLAN



SAMPLE PROPOSED WINDOW AND DOOR SCHEDULE

Existing Window Size (ft*) and Description (Width, height*)	Proposed Window Size (ft*) and Description (Width, height, window type, UF/SHGC-Energy*)
1. 4 x 4	1. 4 x 4 (dual glaze slider, .40/.40) 4 x 4 Header
2. 4 x 4	2. To be enclosed*
3. 4 x 4	3. 5 x 4 (dual glaze slider, .40/.40) 4 x 6 Header
4. 4 x 4	4. 4 x 4 (dual glaze slider, .40/.40) 4 x 4 Header
5. 2 x 2	5. 3 x 2 (dual glaze hung, .40/.40) 4 x 4 Header
6. 4 x 4	6. 5 x 4 (dual glaze slider, .40/.40) 4 x 6 Header
7. 4 x 4	7. 3 x 5 (dual glaze hung, .40/.40) 4 x 4 Header
8. 5 x 4	8. 5 x 4 (dual glaze slider, .40/.40) 4 x 4 Header
9. 5 x 4	9. 6 x 5 (dual glaze slider, .40/.40) 4 x 6 Header
Existing Door Size and Description	Proposed Door Size and Description
3 ft x 6 ft 8 inches exterior type, solid core	6 ft x 6 ft 8" slider (dual glaze low e) 4 x 8 Header

Note: Please consult with the Building and Safety Division when enclosing or altering any existing window(s) or door(s), additional Code requirements may apply*