

WINDOW REPLACEMENT SAMPLE PLAN

INSTRUCTIONS:

To aid in communication between yourself, the inspectors, and the plan checkers, we have prepared this sample plan to assist in the preparation of your plan for window replacement. Follow the instructions on sheets one and two, then submit this information to the

PREPARATION OF PLAN:

On an 8-1/2"x11" sheet of paper show the following: (Although the plan is not required to be to scale, it should be close. A scale of 1/8" per foot will work for most residences.)

1. Show the property size, configuration, street, and alley location.
2. Show all buildings and/or structures on the property.
3. Draw the floor plan of the structure. Note the use of each room. If a window will be removed or the size changed, indicate the size of the room and the size & type of all other windows in the room.
4. Show all existing windows, and note which will be replaced. (Show their size and type. This can be done by keying each location to the table as shown on the sample plan.)
5. Show size and type of the new window.

SPECIAL CASES:

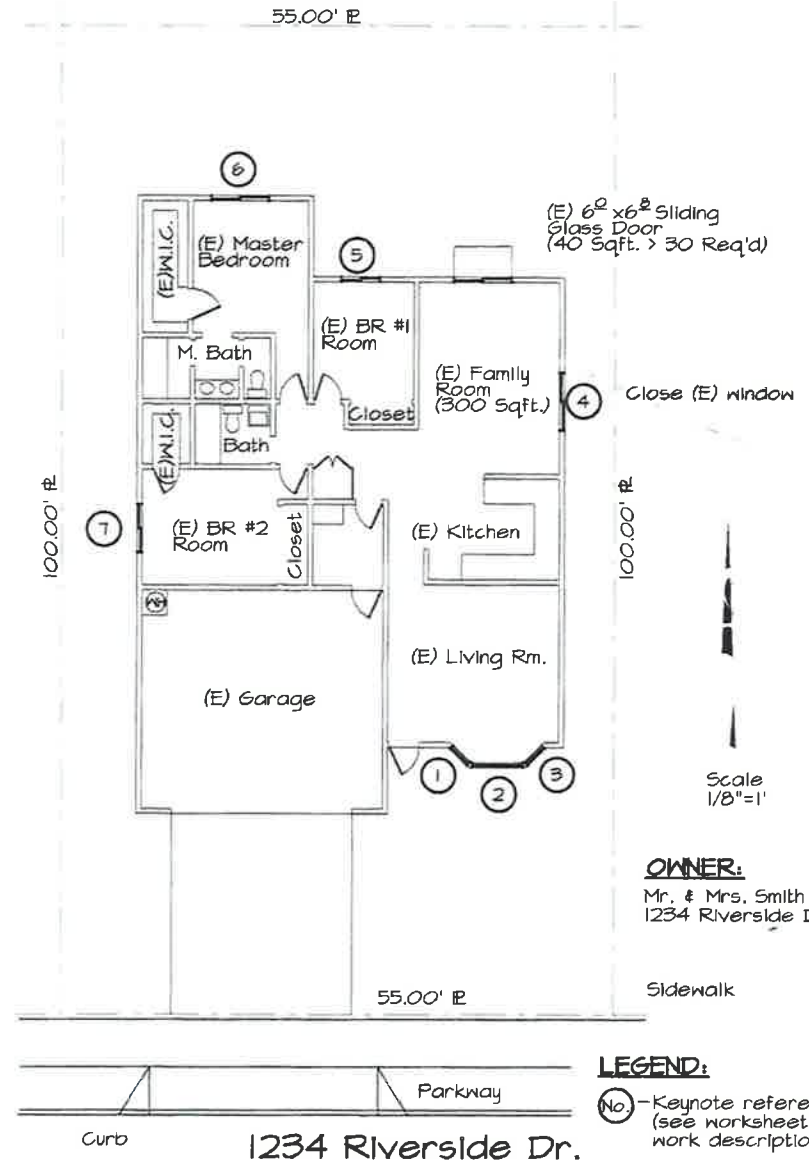
Rooms are required by building code to meet minimum light and ventilation requirements. Sleeping rooms must have at least one window which meets emergency egress requirements. When making changes in size or removing windows, compliance to code requirements must be shown. (See the "Window Replacement Worksheet" for more specific details.)

Removal of Windows

1. Show room size and size of all other windows in the room. Remaining window must provide compliance to emergency egress requirements and light and ventilation requirements.

Change in Window Size

1. Reduction - Show room size and size of all other windows in the room. Remaining window must provide compliance to emergency egress, light, and ventilation requirements.
2. Increase - More information is required for this type of work. For example, widening a window may require header and shearwall retrofit, or lowering a window may weaken shearwalls in some buildings. Other types of projects require more information (framing plans, etc...) Check with a Permit Technician regarding your specific case.



WINDOW REPLACEMENT - SAMPLE PLAN

HELP FOR THE HOMEOWNER

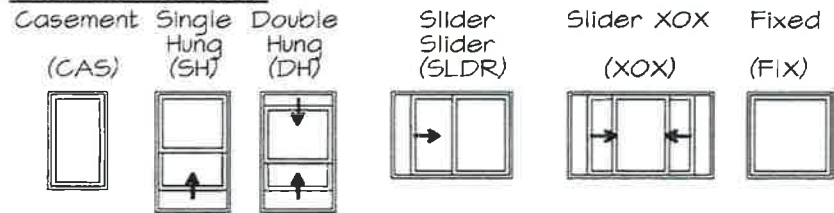
Building Official:	6/5/16 Date
Date:	Sheet 1 of 2

INSTRUCTIONS:

Completing the "Window Replacement Worksheet"

1. Show existing window size and type.
2. Show new window size and type.
3. Calculate and record new window area.
4. Note room in which window is located.
5. Use the information on page 2 of the Worksheet to determine if the window is required to be tempered or safety glazing, and note if required.
6. Verify that sufficient light and ventilation remains in rooms where windows are either being removed or their size reduced.
7. Verify that at least one bedroom window meets the requirements for emergency egress.
8. Add up the total square footage of the windows being replaced and note total at the bottom of worksheet.
9. If additional sheets are necessary to include more windows being replaced, attach additional worksheets.

WINDOW TYPES:

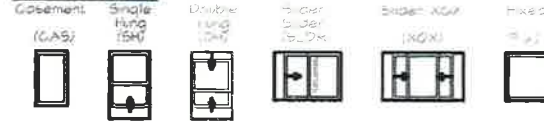


SAMPLE COMPLETED WORKSHEET

INSTRUCTIONS:

Complete the table below noting the complete scope of work. The numbering system can be used to reference locations of proposed work on the plan. Use the code information on the back of this sheet to verify that your proposed construction meets code requirements. If you need assistance see the "WINDOW REPLACEMENT - SAMPLE PLAN" narrative or a permit technician.

WINDOW TYPES:



WORKSHEET

ADDRESS: _____ PERMIT#: _____

	EXISTING WINDOW SIZE & TYPE	NEW WINDOW SIZE & TYPE	WINDOW AREA	LOCATION (ROOM)	SAFETY GLAZING (Yes/No)
1	26X50SH	26X50SH	12.5 ^{sq}	Living Room	No
2	50X50 Fixed	50X50 Fixed	25 ^{sq}	Living Room	No
3	26X50SH	26X50SH	12.5 ^{sq}	Living Room	No
4	60X40SH	Closed		Family Room	
5	40X40SLDR	40X40SLDR	16 ^{sq}	Bed Room #1	No
6	60X40SLDR	60X40SLDR	24 ^{sq}	M. Bed Room	No
7	50X40SLDR	50X40SLDR	20 ^{sq}	Bed Room #2	No
8					
9					
10					
11					
12					
13					
14					
15					
16					

* Total Square Footage of Window Area 110^{sq}

Completion of this form does not guarantee that the above listed windows will meet the code requirements. Any determination will be made by the Building Official at time of inspection. I acknowledge and will meet the above requirements for window egress per Section 310 of the California Building Code.

Applicant Signature: _____ Date: _____

WINDOW REPLACEMENT WORKSHEET

HELP FOR THE HOMEOWNER

APPROVED _____ Date: 01/10/16 Sheet: of 2 B293



WINDOW REPLACEMENT - SAMPLE PLAN
HELP FOR THE HOMEOWNER

Building Official: Date: 6/5/16
Date: _____ Sheet 2 of 2