

# City of Glendale

## Window Replacement Information and Submittal Requirements

### General Information

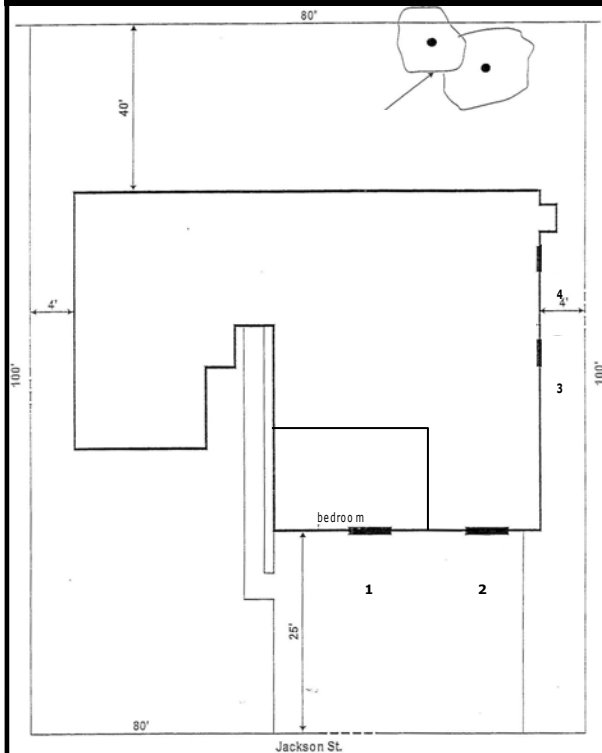
- **Do not buy or install any windows before you get a permit!**
- **A building permit is required for all window replacements in Glendale at all types of buildings (residential, commercial, etc.).**
- Windows installed without a permit may need to be removed and replaced with appropriate windows. In addition, fees are doubled for work performed without permit.
- The design of the windows you propose will be reviewed by Planning Division staff as part of the permit process. This design review applies only to window openings that are visible from the street - usually just the front of the building and the visible parts of the sides.
- Window replacements that are not visible still require a building permit.
- For houses, apartments, and condominiums, staff uses the Design Guidelines for Residential Window Replacement. Proposals that meet the Guidelines can be approved by staff "over the counter." Any proposal that cannot be modified to meet the Guidelines must be considered by the Design Review Board. Non-residential buildings are reviewed on a case-by-case basis.
- Find the Guidelines at: <http://www.glendaleca.gov/Window>
- These guidelines do not apply to properties listed on the Glendale Register or located in designated historic districts - contact the Historic Preservation Planner at (818) 548-2140 for more information.
- New windows must also meet specific energy efficiency guidelines (see page 3).

### Submittal Requirements

- To get a building permit to replace windows, visit [www.glendaleca.gov/PermitServices](http://www.glendaleca.gov/PermitServices), select Window/Door and follow the instructions. If you need more information, please call (818) 548-3200.
- PLEASE PREPARE REQUIRED DOCUMENTS:
  - 1) **Photographs** of the overall building and the windows to be replaced (see page 2).
  - 2) **Site Plan** - a line drawing of your property showing the structure and the locations of replacement windows (see page 2). The page size should be at least 11x17.
  - 3) **Window Schedule** - a chart that describes the existing and proposed windows (see pages 4 and 5). The page size should be at least 11x17.
  - 4) **Product Information** - materials that show what the new windows will look like. This can be a brochure from the manufacturer (with specific features of your proposed windows highlighted) or a specification sheet from the company that makes or sells the windows.
  - 5) For condominiums - Letter of approval from Homeowners Association indicating that proposed windows match (or will become) the building standard.
- See pages 3 and 4 for information about special requirements for bedroom windows and locations where tempered glass must be used.

# Site Plan and Photographs

## Site Plan



- Draw a site plan on an 11" x 17" piece of paper that shows an outline of the structure in relation to the lot boundary.
- Highlight location of all windows - mark any window to remain as "Existing" or "(E)"
- Number windows to correspond to Window Schedule (see page 4)
- Show locations of all bedrooms
- Show street(s) adjacent to property

## Photographs

You will need to provide several photographs of the property to help staff review your proposal.

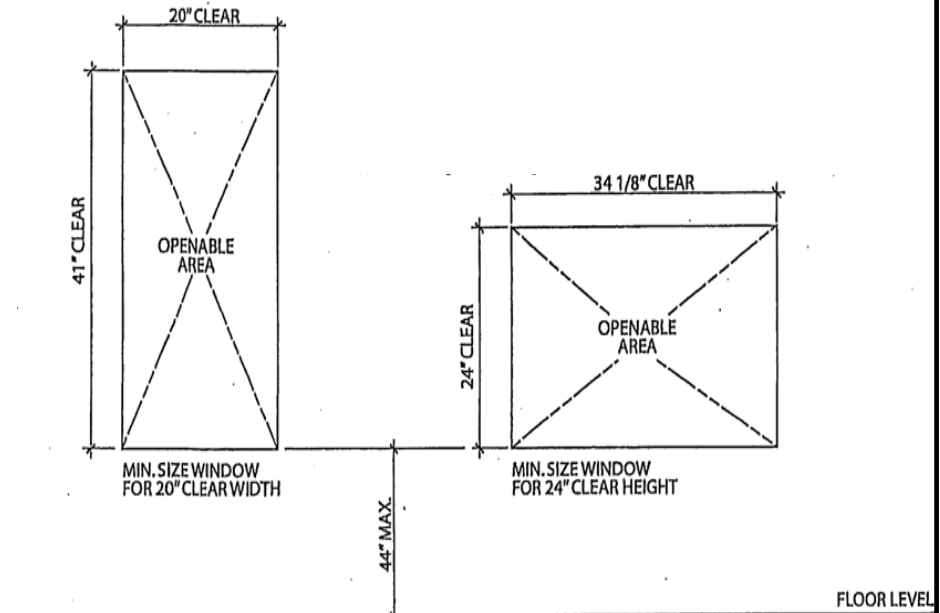
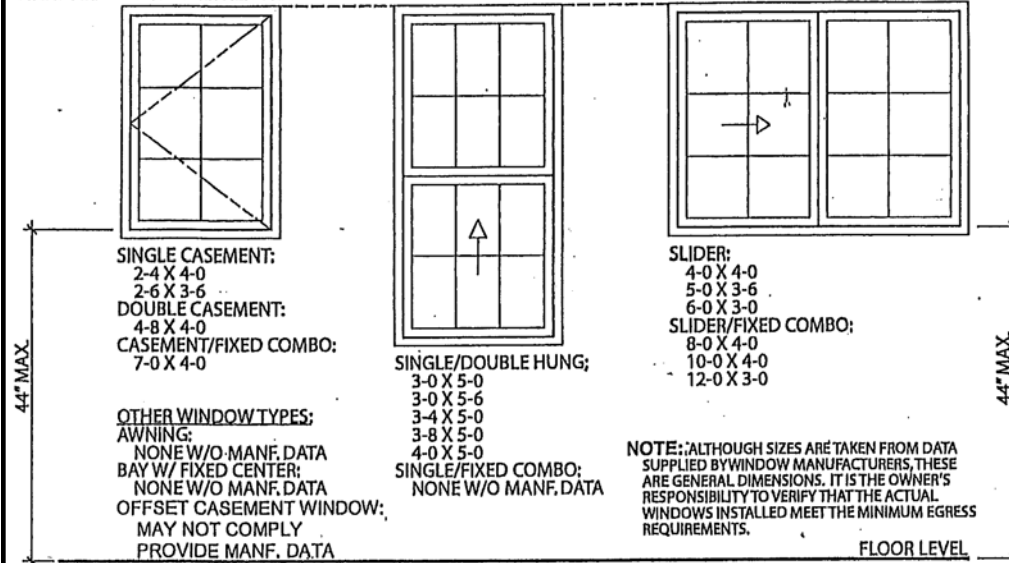
- Overview photo taken from the sidewalk directly in front of the building (take more for larger buildings)
- 2 or more photos taken from the sidewalk toward each side façade - this will tell us whether the side windows are visible from the street or not
- Close up views of all windows (or groups of windows) to be replaced
- Number all windows in the photos to correspond to the numbers on the site plan and window schedule
- All photos must be 4" x 6" minimum.

# Emergency Escape and Rescue Window Information

At least one (1) window in every bedroom must meet the minimum requirements for exiting in case of an emergency.

THE FOLLOWING WINDOW SIZES WILL BE THE MINIMUM ALLOWED FOR EGRESS UNLESS MANF. DATA IS SUPPLIED;

STANDARD 6'-8" HEADER HEIGHT



## Required Dimensions:

- 20" clear minimum width and 24" clear minimum height
- 5.7 square feet minimum openable area EXCEPT 5.0 square feet minimum at grade-floor openings
- Bottom of clear opening not more than 44" measured from the floor

## Energy Efficiency Standards

### New Windows Must Meet the Following Requirements:

- 0.32 maximum U-factor (Per California Energy Code 2016)
- 0.25 maximum Solar Heat Gain Coefficient (SHGC) (Per California Energy Code 2016)
- Owner must leave NFRC labels on windows for inspection

# Window Schedule Instructions

These instructions will help you accurately fill out the window schedule that is required for you to get a permit to replace windows. A blank window schedule is included in this window replacement package.

## Sample Window Schedule

|               | 1        | 2                       | 3                  | 4                 | 5            | 6                            | 7                  | 8             | 9              | 10                      | 11                              | 12                          | 13                   | 14              |              |                       |                     |                       |  |
|---------------|----------|-------------------------|--------------------|-------------------|--------------|------------------------------|--------------------|---------------|----------------|-------------------------|---------------------------------|-----------------------------|----------------------|-----------------|--------------|-----------------------|---------------------|-----------------------|--|
| Window Number | Quantity | Existing Width x Height | New Width x Height | Existing Material | New Material | Visible from the street? Y/N | Existing Operation | New Operation | New Frame Type | External Grid (SDL) Y/N | Keep Existing Sill & Frame? Y/N | Build New Sill & Frame? Y/N | Existing Edge Detail | New Edge Detail | Bedroom? Y/N | Energy Efficient? Y/N | Tempered Glass? Y/N | Fire Hazard Zone? Y/N | Window within 18" of floor or 40" of door? Y/N |
| 1             | 1        | 24"x36"                 | 24"x36"            | Wood              | Fiberglass   | Y                            | Double Hung        | Single Hung   | Block          | Y                       | N                               | Y                           | Moulded Wood         | Moulded Wood    | Y            | Y                     | N                   | N                     | N  |
| 2             | 1        | 24"x36"                 | 24"x36"            | Wood              | Vinyl        | N                            | Casement           | Single Hung   | Block          | N                       | N                               | Y                           | Moulded Wood         | Flat wood       | N            | Y                     | N                   | N                     | N  |

## Instructions to Complete Each Column

- 1** • Use one row for each window OR, if two or more windows are identical, you can give them each the same window number and then indicate the quantity.  
• Put window number on plot plans and photos type

- 2** • Indicate the height and width in inches — this will help us know whether any openings are changing in size.

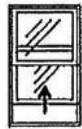
- 3** • What materials are the old and new windows made of?

- 4** • Can the window be seen from the street? This includes side façade or any other area that can be seen if you're looking at your property from the street.

- 5** • How do the old and new windows open and close? See drawings below for example.



**Double hung**  
(both parts move up/down)



**Single hung**  
(bottom part move up/down)



**Casement**  
(swings in/out)



**Slider (XOX)**  
(sliders at sides, fixed at center)



**Slider XO**  
(slider (x) on one side, fixed (O) at other)



**Fixed**  
(does not move - often part of a larger group of)

- 6** • What kind of frame will the new window have? Common types include Block (for recessed windows in wood frames with wood sills) and Nail-in (aka "new construction" - for flush-mounted windows).  
• Z-bar (aka "retrofit" windows - often cannot be approved for windows visible from the street - check with Planning staff).  
• See Window Replacement Guidelines for information about the most appropriate type of replacement frame (see the web address/link on page 1)

- 7** • Only external grids (aka simulated divided lights or SDL) can be approved at windows visible from the street.  
• If grids are proposed, please include a sketch indicating their pattern.  
• If your existing windows have grids, you usually don't need to propose new grids - check with Planning Division staff.

- 8** • If wood sills and frames are still present, they must remain and use block frame window. **No stucco or siding shall be removed around the window sills and frames.**  
• If the opening has been altered (for example, recessed wood windows were replaced at some point with flush-mounted aluminum windows), you will need to rebuild the opening with a new sill and frame.  
• If the wood sills and frames need to be repaired or replaced, contact Building & Safety with your proposed waterproofing/moisture protection.

- 9** • Indicate existing trim around the edge of the window, if any, in the first column and your proposed trim, if any, in the second.  
• Typical trim types include: flat wood casing, moulded wood casing, stucco "bullnose" (rounded edge), or no trim.

- 10** • Is the window in a bedroom? If so, at least one window per bedroom must meet Building & Safety requirements.

- 11** • Window must meet minimum energy efficiency standard: 0.32 U-factor and 0.25 Solar Heat Gain Coefficient (SHGC). Exceptions may be considered for historic properties.

- 12** • Will tempered glass be used?

- 13** • If the subject property is located within a Fire Hazard Zone, tempered glass is required.  
• To identify whether a property is in the Fire Hazard Zone, go to [www.glendaleca.gov/ResearchProperty](http://www.glendaleca.gov/ResearchProperty) and click on High Fire Hazard Severity Zone.

- 14** • If the proposed window is within 18 inches from the floor or 40 inches from a door, tempered glass is required.





# 2016 California Building Code & 2016 California Residential Code

## Window Requirements — Acknowledgement Form

Section 1029.2 Minimum size. Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.53 m<sup>2</sup>).

Exception: Grade floor openings shall have a minimum net clear opening of 5 square feet (0.465m<sup>2</sup>).

Exception: See the Historical Building Code for the Historic portion of qualified historic buildings.

Section 1029.2.1 Minimum dimensions. The minimum net clear opening height dimension shall be 24 inches (610 mm). The minimum net clear opening width dimension shall be 20 inches (508 mm). The net clear opening dimensions shall be the result of normal operation of the opening.

Section 1029.3 Maximum height from the floor. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches (1118 mm) measured from the floor.

The requirements listed above are duplicated in Section R310 of the 2013 California Residential Code.

### Acknowledgement:

I attest that I have read the foregoing requirements that pertain to emergency escape and rescue openings. I understand that the net clear opening dimensions of a window may be significantly smaller than the nominal dimensions of a window, and that prior to securing a permit for the installation and/or replacement of a window I am responsible for ensuring compliance. I further acknowledge that emergency escape and rescue windows that do not meet these minimum standards should not be installed, because windows that do not meet all of the standards may be required to be removed at the owner's expense.

Additionally, I acknowledge that windows that differ in style and/or appearance from windows that have been approved by Planning Department staff may not be substituted, regardless of weather such windows may appear to be similar. I acknowledge that prior approval for substitution of any window (s) must be secured from the Planning Department prior to installation of any windows. I acknowledge that failure to secure Planning Department approval prior to any window substitutions may result in a requirement to remove such windows at the owner's expense, regardless of inspection and/or approval of same by a building inspector.

I attest that as the owner of the property or as the owner's agent, I have read the foregoing information. Furthermore I attest that as the owner of the property or the owner's agent, I understand the foregoing conditions and will ensure compliance with same.

Property Owner

Property Owner's Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Permit Number