



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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RETROFIT WINDOW/DOOR CHANGE-OUT CRITERIA & INSPECTION REQUIREMENTS

PROJECT ADDRESS: _____

How many **WINDOWS** are you changing out? _____ **DOORS:** _____

CRITERIA FOR RETROFIT WINDOW/DOOR CHANGE-OUT:

- A. All replacement windows and doors with glass must be dual glazed. (Maximum: U-factor 0.32, SHGC 0.25)
- B. A permit to replace windows and doors (sliding) may be obtained online through the City's *i*Permit program only when the following conditions exist:
 - 1. Windows are replaced like for like in size. No increase in window size is allowed to be permitted online.
 - 2. Windows shall be dual glaze complying with the following energy standards:
 - U-Factor: 0.32 Maximum
 - Solar Heat Gain Coefficient (SHGC): 0.25 Maximum
 - 3. Windows that provide emergency escape and rescue openings shall be the manufacturer's largest size that will fit in the opening with the following minimum dimensions:
 - Net Clear Height Opening: 24 in.
 - Net Clear Width Opening: 20 in.
 - Minimum Net Clear Grade-Floor Opening: 5.0 sq. ft. (720.0 sq. in.)
 - Minimum Net Clear Above Grade-Floor Opening: 5.7 sq. ft. (820.8 sq. in.)
- C. The following locations require safety glazing (tempered or laminated) glass to be etch marked.
 - 1. Glazing in swinging, sliding, fixed, and bi-fold doors.
 - 2. Glazing in windows within 24 in. from doors and less than 60 in. high above the floor or walking surface.
 - 3. Glazing within 5 ft. from pool or spa.
 - 4. Glazing in windows at shower or bathtub and stair landing less than 60 in. above floor.
 - 5. When all of the following occur: Exposed area of individual pane greater than 9 sq. ft.; exposed bottom edge less than 18 in. above the floor; one or more walking surfaces within 36 in. horizontally of the plane of the glazing and the top edge is more than 36 in. above the floor.
- D. Landing at the required out-swinging egress door shall not be more than 1 ½ in. lower than the top of the threshold. The landing's width shall not be less than the door served with a minimum dimension of 36 in. measured in the direction of travel and a slope not to exceed ¼ in. to 12 in. (2%).
- E. Install or verify smoke and carbon monoxide detectors per CRC R314.1 and R315.2.

Signature: _____

Print Name: _____ **Date:** _____

(See reverse for INSPECTION REQUIREMENTS)

INSPECTION REQUIREMENTS:

1. Window labels shall remain until inspected.
2. Energy labels shall state:
 - U-Factor: 0.32 Maximum
 - SHGC: 0.25 Maximum
3. Job site clean of debris.
4. For framed windows in rough openings, the following shall be inspected:
 - Window Flashing
 - Exterior Lath
5. Windows that provide emergency escape and rescue openings (bedrooms and basement) shall be the manufacturer's largest size that will fit in the opening with the following minimum dimensions:
 - Net Clear Height Opening: 24 inches
 - Net Clear Width Opening: 20 inches
 - Minimum Net Clear Grade-Floor Opening: 5.0 sq. ft. (720.0 sq. in.)
 - Minimum Net clear above grade-floor opening: 5.7 sq. ft. (820.8 sq. in.)
6. Only framed windows may be used in rough openings.
Note: Retrofit windows may not be used in lieu of a new frame.
7. Safety glazed windows must be used in appropriate locations.
8. Window control devices must comply with ASTM F2090.
9. Smoke and Carbon Monoxide Detectors must be in place at time of final inspection. (Self-certification form is acceptable.)