



Permit Requirements for Replacement of Residential Windows

These requirements are for permit issued on or after January 1, 2017

BUILDING INSPECTION REQUIREMENTS

Current Building and Energy Code requirements for window replacement and installation necessitates that a building permit is obtained for these installations in the City of Moreno Valley. All forms of retrofit window replacement, other than a simple re-glazing of a window (installing glass into an existing frame), requires a permit.

The following is a listing of the general requirements for permit applications based on the California Residential Code and California Energy Efficiency Standards.

- ❖ All Windows shall be installed in accordance with the manufacturer's requirements (including new flashing).
- ❖ Windows are required to have Dual Glazing with a maximum U-factor of 0.32, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25. (California Title 24 Energy Standards)
- ❖ Windows replaced in bedrooms shall meet all of the following **Emergency Escape and Rescue** requirements (CRC 310.1):
 - Minimum 5.7 square feet of openable area. (minimum 5.0 square feet required for grade level bedrooms; i.e. less than 44" from exterior grade)
 - Minimum 20 inches clear width and minimum 24 inches clear height when open.
 - Maximum sill height of 44 inches from the finished floor to the bottom of the clear opening.
- ❖ Where the window opening (measured at the window sill) is located more than 72 inches above the exterior finished grade, the interior sill height shall be 24" or more above the finished floor. Any window located less than 24 inches above the finished floor shall be either fixed glazing or have a protective guardrail to protect against falling out of the building. (CRC Section R612.2).
- ❖ All habitable rooms are required to have natural light (windows and skylights) sized to a minimum of 8% of the floor area of the room and ventilation (openable portion of window or skylight) sized to a minimum of 4% of the floor area. For example, a 100 square feet habitable room is required to have a minimum of 8 square feet of natural light and 4 square feet of ventilation. (CRC Section R303)
- ❖ **Tempered glazing** shall be installed in the following locations (CRC Section R308.4):
 - Glazing within a 2 foot arc of a door in a closed position and where the bottom exposed edge of the glazing is less than 60 inches above the walking surface.
 - Glazing in walls enclosing stairway landings, or glazing within 5 feet horizontally of the bottom tread, or 3 feet of the top of stairways and where the bottom edge of the glazing is less than 60 inches above the walking surface.
 - Glazing in enclosures for, or walls facing hot tubs, spas, saunas, steam rooms, bathtubs and showers, or glazing within 60 inches of the water's edge of a swimming pool.
 - Any glazing meeting **all** the following conditions:
 - Exposed area of an individual pane greater than 9 square feet.
 - Exposed bottom edge is less than 18 inches above the finished floor.
 - Exposed top edge is greater than 36 inches above the finished floor.
 - Where a walking surface is within 36 inches horizontally of the glazing.



Replacement of Residential Windows

Where required, tempered glazing shall be permanently identified by a manufacture marking that is permanently applied and cannot be removed without being destroyed (e.g. sand blasted, acid etched, ceramic fired, laser etched, or embossed). Stickers attached to the window are not sufficient evidence of safety glazing. (CRC Section R308.1)

- Smoke Alarms to be provided in all sleeping rooms and adjacent hallways, multi-levels, and basements. (CRC Section R314)
 - Carbon Monoxide Alarms to be provided outside each sleeping area in the immediate vicinity of the bedrooms and one on every level of a dwelling unit, including basements. (CRC Section R315)
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PERMIT PROCESS (Retrofit Windows using original window frame)

- ❖ A completed permit application either at one of our counters or online.
- ❖ Permits shall be issued as an over the counter permit (BOC type of permit).
- ❖ Floor plan - Provide a floor plan of building showing the size of all rooms, label rooms and provide number and size of windows to be installed.

INSPECTION PROCESS

Inspections are required: Call for a final inspection by calling 951.413.3350 with your permit number

- ❖ The **final** inspection shall be scheduled when all of the work is complete.

Acceptance forms (CF-2R ENV-01) or evidence the windows meet a maximum U-factor of 0.32, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25) will need to be provided to the field inspector at time of inspection. **Stickers/labels from the windows will be sufficient evidence for energy compliance.**

PERMIT PROCESS (Additional Windows or Doors and/or Altered Opening Size)

- ❖ A completed permit application either at one of our counters or online.
- ❖ Permits shall be issued as an over the counter permit (BOC type of permit).
- ❖ Detailed site plan (minimum 11 x 17 paper) showing the property lines and all setbacks. This plan shall include the use and size of each room and the size and location header details of each widened existing window and/or proposed new window.
- ❖ Floor plan - Provide a floor plan of building showing the size of all rooms, label rooms and provide number and size of windows to be installed.

INSPECTION PROCESS

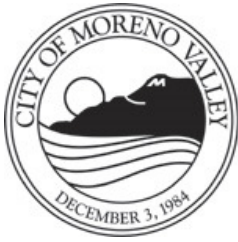
Two inspections are generally required: A rough frame inspection and a final inspection (when complete).

- ❖ The rough frame shall be scheduled when the new window is installed or an existing window opening is changed, and before the exterior covering (stucco or siding) is added.
- ❖ The **final** inspection shall be scheduled when all the work is complete.

Acceptance forms (CF ENV-01 or current) or evidence the windows meet a maximum U-factor of 0.32, and a maximum Solar Heat Gain Coefficient (SHGC) of 0.25) will need to be provided to the field inspector at time of inspection. **Stickers/labels from the windows will be sufficient evidence for energy compliance.**

You may obtain additional information and building permit application by visiting our website at:

www.moval.org



Community Development Department
Building & Safety Division
14177 Frederick Street
P. O. Box 88005
Moreno Valley, CA 92552-0805
Telephone: 951.413.3350

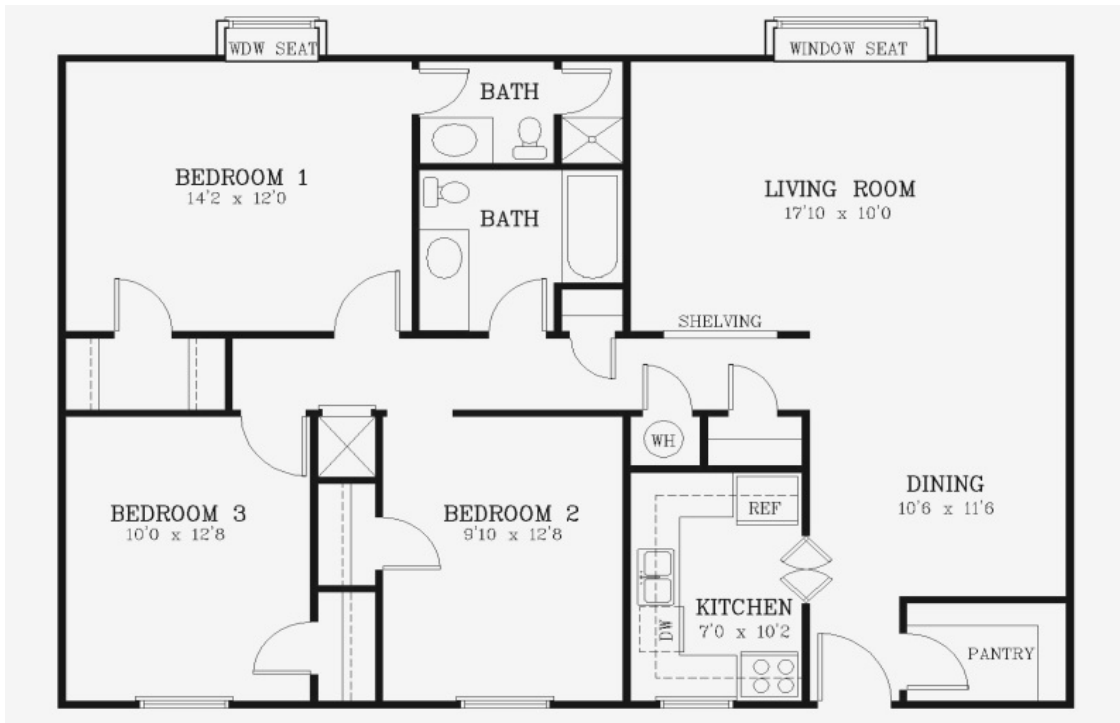
BUILDING & SAFETY DIVISION

EGRESS WINDOW(S) FROM SLEEPING ROOMS

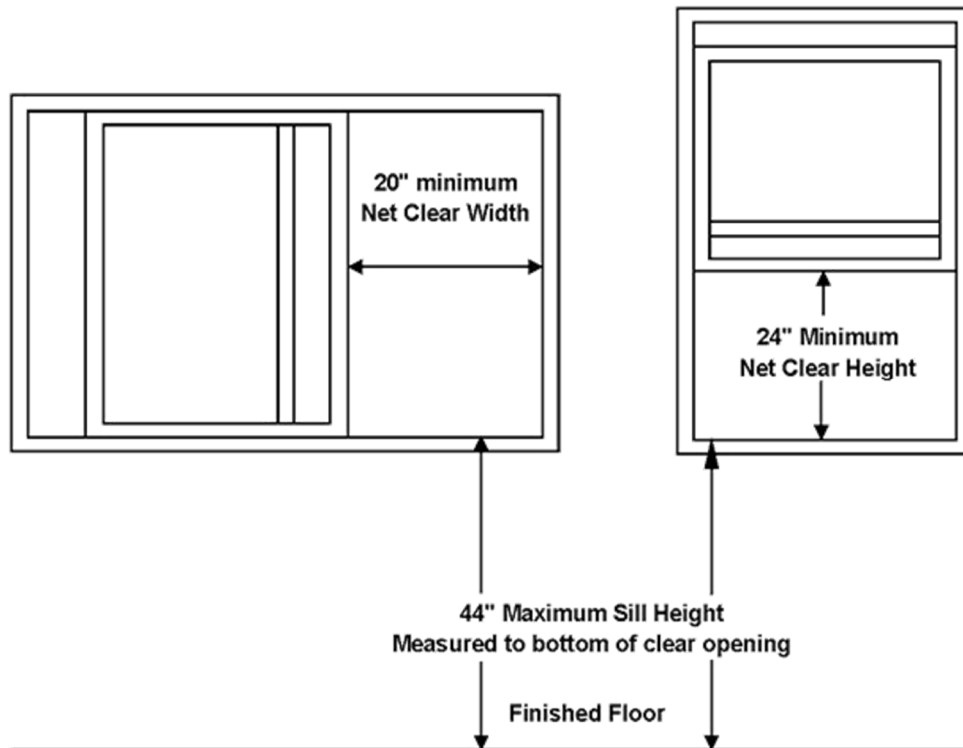
- CODE** All work shall comply to the 2016 CA Building Code; Residential Code; and California Energy Code
- PLANS** Provide a floor plan of building showing the size of all rooms, label rooms and provide number and size of windows to be installed.
- CBC 2406.4** **Window Glazing.** Glazing in fixed or operable panels adjacent to a door where the nearest exposed edge of the glazing is within a 24 inch arc of either vertical edge shall be safety glazed (tempered) and when the exposed bottom edge is less than 18 inches above the floor.
- CRC R308.4.2**
- CBC 106** **Permits Required.** Permit will be required for ALL window change outs as well as Title 24 Energy Calculations.
- CRC R105**
- CBC 310.4** **Egress Window Replacement.** Basements and sleeping rooms below the fourth story shall have at least one (1) operable window or door approved for emergency escape or rescue that shall open directly into a public street, public alley, yard or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. Escape or rescue windows shall have a minimum net clear open able area **5.7 square feet**. The minimum net clear open able height dimension shall be **24 inches**. The minimum net clear open able width dimension shall be **20 inches**. When windows are provided as means of escape or rescue, they shall have a **finished** sill height not more than **44 inches above floor**.
- CRC R310**
- CEC 150.1** All window change outs in **EXISTING STRUCTURE** shall be a maximum of **0.25 SHGC** [Solar Heat Gain Coefficient] Low Solar and **0.32 U-factor** [U-Value]. – Component Package Approach
As required by 2013 Energy Code Section 150.1(c), Table 150.1-A



Samples



Sample Floor Plan



Emergency Escape Window

You may obtain additional information and building permit application by visiting our website at:

www.moval.org



Samples

This worksheet is valid only for the replacement of existing windows with the same size and in the same location. The new windows shall be labeled by the window manufacturer to show U-factor 0.32 or less and SHGC factor 0.25 or less. All work subject to inspection and verification in the field. Applicant shall submit Title 24 Energy Calculations prior to permit issuance.

Project

Address: _____

Permit No: _____

Applicant

Name: _____

Applicant

Signature: _____

NO.	Existing Window Size & Type	New Window Size & Type	Window Area	Location (room)	Safety Glazing (Yes/No)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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20					

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