



## Window/Slider Door Change-Out (Residential Fenestration) Checklist

- Permits are issued to the legal property owner (owner-builder) or a State of California contractor who is licensed to do the proposed work.
- The contractor must possess a City business license.
- Permit may be issued over the counter if all requirements are met.

### CHECKLIST

<input type="checkbox"/>	Submit two copies of a site plan showing location of window(s)/slider(s) change-outs.	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Owner-builder or Contractor must provide a completed State of California Energy Code form # CF-1R-ALT-01-E for Fenestration, at the time of application for permit.</li> <li>• Energy forms and information may be obtained from:  <a href="http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/CF1R/">http://www.energy.ca.gov/title24/2013standards/res_compliance_forms/CF1R/</a> </li> </ul>	
<input type="checkbox"/>	Leave the labels on the windows until the field inspection is completed.	
<input type="checkbox"/>	Owner-builder or Contractor must provide information showing that the Windows/Slider doors meet energy standards. Must comply with the requirements of California Energy Codes. The term "Low-E" does not reflect energy compliance. Must specify compliance.	
<b>Windows and Sliders</b>		
Climate Zone	U-Factor	SHGC
15	.32 or lower	.25 or lower
<b>16 sq ft or less additional skylight area</b>		
Climate Zone	U-Factor	SHGC
15	.55 or lower	.30 or lower
<b>16.5 sq ft or greater additional skylight are</b>		
Climate Zone	U-Factor	SHGC
15	.32 or lower	.25 or lower

<input type="checkbox"/>	New Solar Tubing: Does not need to meet the U-Factor and SHGC requirement if installing less than 3 sq ft of new tubular skylights area with dual-pane diffusers.
<input type="checkbox"/>	<p>Safety Glazing for Hazardous Locations – Per 2013 California Residential Code (CRC), Chapter R308, the following shall be considered specific hazardous locations requiring safety glazing materials.</p> <ul style="list-style-type: none"> <li>• Glazing in swinging doors;</li> <li>• Glazing in fixed and sliding panels of sliding doors assemblies and panels in sliding and bi-fold door assemblies;</li> <li>• Glazing in exit and entrance doors and fixed glazed panels;</li> <li>• Glazing in sliding doors (both fixed and sliding panels);</li> <li>• Glazing in an individual fixed or operable panel adjacent to a door where the nearest exposed edge of the glazing is within a 24-inch (610 mm) arc of either vertical edge of the door in closed position and where the bottom exposed edge of the glazing is less than 60 inches (1524 mm) above the walking surface.</li> </ul>
<input type="checkbox"/>	If altering the size of a window/door, provide an elevation view with window dimensions and header size.
<input type="checkbox"/>	Must comply with natural light and ventilation requirements per the 2013 CRC, Chapter R303.1
<input type="checkbox"/>	<p>Window replacements in bedrooms would need to be verified that they meet the requirements of 2013 CRC Chapter R310. "Emergency Escape and Rescue Openings". If changing out a window in a bedroom, provide a floor plan showing location of bedroom(s), and dimension showing that meets the egress requirements.</p> <p><i>(At bedrooms, provide one operable escape window or slider door meeting all of the following: an operable area of not less than 5.7 sq ft (5 sf at grade level), a minimum clear 24-inch height and 20-inch width, and the bottom of the clear opening not greater than 44 inches measured from the floor. Such openings shall open directly into a yard or court that opens to a public right of way. (CRC, R310)</i></p>
<input type="checkbox"/>	If residence is located within a Home Owner's Association (HOA), the HOA must provide approval of the proposed work.
<input type="checkbox"/>	Property owner or licensed contractor must sign permit at the time of issuance. Contractor must possess a state of California License and a City business license.
<input type="checkbox"/>	Property owner may authorize someone to sign on their behalf, as owner-builder, by way of a notarized letter. Permit may not be mailed or faxed.
<input type="checkbox"/>	Upon final inspection, please show the completed California Energy Code form #CF2R-ENV-01-E