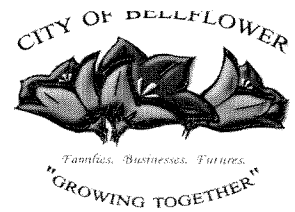




# Citizen's Guide to Building Permits for Residential Window & Door Change-Out



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## BUILDING & SAFETY DIVISION

### HOW TO APPLY

#### Step 1: Determine if a Building Permit is required?

Consult with the Building Division to determine if a Building Permit is required for any window and/or door change outs.

The following types of window/door change out projects require a Building Permit:

- ❖ ***When the new rough opening is larger or smaller than the old rough opening (structurally altered) and/or when the exterior weatherproof membrane has been broken.*** All sleeping rooms are required to have an emergency escape egress window or door with a minimum clear net opening of 5.7 sq. ft. In addition, the minimum clear height must be 24 inches (hung windows) and the minimum clear width must be 20 inches (sliding windows). The maximum allowable window sill height off the finished floor is 44 inches. All work must also meet current natural light, ventilation, and Energy Code requirements of the 2002 L.A.C.B.C. and 2005 Energy Code Standards.

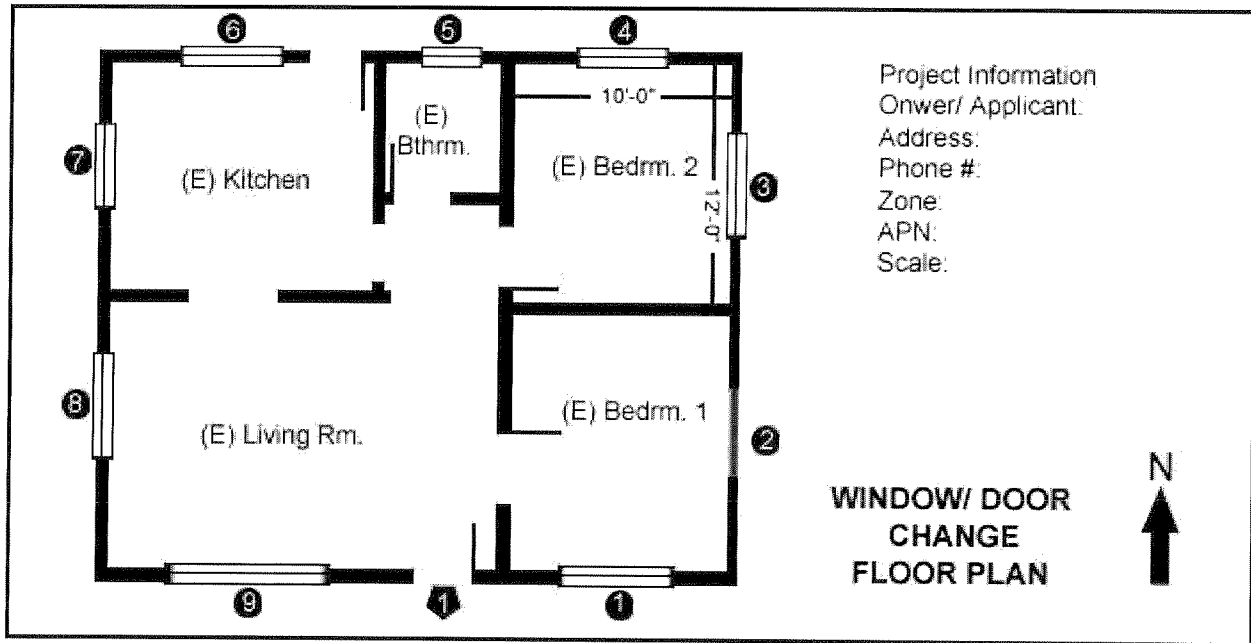
The following types of window/door change out projects **do not** require a Building Permit:

- ❖ ***All retrofit windows or doors that use the same rough opening dimensions with no change in height or width and do not break the exterior weatherproof membrane.*** In addition, all work must meet egress and natural light and ventilation requirements of the County of Los Angeles Building Code in effect at the time of original permit issuance and any current Title 24 Energy Code requirements for glazing. Aluminum windows **do not** meet current Energy Code Standards. A retrofit window is defined as an installation procedure that involves working within the existing frame and replacing the sash and the glazed unit with a new assembly. (Definition source: [www.protecht.us/Glossary.html](http://www.protecht.us/Glossary.html).)

#### Step 2: Submittal Process (Only if a Building Permit is required)

1. Please submit three (3) sets of a floor plan and window and/or door schedule(s).
2. **Floor Plan:** Provide a fully dimensioned to scale floor plan, indicating both the existing and proposed floor plan layout. Identify the existing use of all rooms or areas. The floor plan should provide for open able exterior glazed openings in each habitable room, with an area not less than one-tenth of the floor area of such room for natural light and ventilation. The floor plan should also provide the interior dimension (length, width, height, etc.) and/or square footage of each room or space and ceiling height. Floor plans must indicate the size and type of all openings (windows, door, cased openings, etc.); which existing openings are to remain; which are to be removed or relocated; and which openings are new. Furthermore, provide the owners information (i.e. name, address, phone number, etc.), the scale, north arrow, the APN (Assessor's Parcel Number), and the zoning designation.

## SAMPLE FLOOR PLAN



## SAMPLE WINDOW AND DOOR SCHEDULE

Existing Window Size and Description	● Proposed Window Size and Description
1. 4' X 4'	1. 4' X 4' (Double Glaze Slider)
2. 4' X 4'	2. To be enclosed
3. 4' x 4'	3. 4' X 4'
4. 4' X 4'	4. 4' X 4'
5. 2' X 2'	5. 3' X 2'(Bathroom Window)
6. 4' x 4'	6. 5' x 4' (Bay Window)
7. 4' X 4'	7. 5' X 4' (Bay Window)
8. 5' X 4'	8. 5' X 4'
9. 5' X 4'	9. 6' X 5'
Existing Door Size and Description	◼ Proposed Door Size and Description
1. 2' X 6' Douglas Fur	1. 3' (width) X 6' (depth) Solid Oak

**Note:** Please consult with the Building Division when enclosing any window(s) or door(s).