



**CITY OF SAUSALITO**  
**BUILDING DIVISION**  
420 Litho Street  
Sausalito, Ca 94965  
(415) 289-4128; Fax (415) 339-2256  
[www.sausalito.gov](http://www.sausalito.gov)

## WINDOW REPLACEMENT

The installation or replacement of windows or patio doors requires a permit and inspection.

### **Submittal Requirements:**

*Multiple sets of plans are required for submitting in-person. Sheet requirements apply to in-person and electronic submittals. (11" x 17" minimum). Plans shall be drawn **to scale** (or at the very minimum, **fully dimensioned**) and **legible**, and include the following information:*

1. **Cover Sheet** showing the following:
  1. **Project address**,
  2. **Owner's information** (name, address, phone number),
  3. **Designer's information** (name, address, phone number),
  4. **Use of Building** (Single Family Dwelling, Duplex, Apartment, Condo, etc).
  5. **Type of Construction** (Wood Framed, Steel Framed, Concrete, etc).
  6. **Scope of work statement** (Description of everything being done)
  7. **Sheet index** indicating each sheet title and number,
  8. **Legend** for symbols, abbreviations and notations used in drawings.
2. **Site Plan** showing the **dimensions of the property line, footprint of all structures** on the property, **distance of the structures to the property line**, and the **location of the street and sidewalk** in relationship to the property. Site plans need to indicate a **north arrow**.
3. **Existing Floor Plan**. If the project includes the modification to the window/exterior door **width** or **new openings** are created, an existing floor plan is required to show the existing floor layout and locations of all openings. Specify the **existing use of all rooms** and **areas**. (Note: existing floor plan does not have to be to scale and is required for **reference purposes only**).
4. **Proposed Floor Plan** clearly identifying the **windows** and **exterior doors** to be **added** and/or **replaced**. The proposed floor plan shall indicate the use of the room, the location of the windows and/or exterior doors, and the elevation of the building (i.e. floor level and side of building)

# Code requirements for Window Replacement

## Residential Code Requirements:

- Construction and design shall conform to the 2019 California Residential Code (CRC), 2019 California Building Code (CBC), 2019 California Electrical Code (CEC), 2019 California Mechanical Code (CMC), 2019 California Fire Code (CFC), 2019 California Plumbing Code (CPC), 2019 California Energy Code (CEnerC), 2019 California Green Building Code (CGC), and any state laws and local ordinances. CBC 108.3.1. NOTE: all windows in WUI areas shall comply with Wildland Urban Interface requirements of CRC R337 and CBC chp 7A
- Smoke Alarms shall be installed in every room used for sleeping purposes, on the wall or ceiling outside of each sleeping area (e.g. bedrooms), and in every story of the dwelling unit. CRC R314.
- Carbon Monoxide Detectors shall be installed in all pathways leading to the sleeping area and on each level of the dwelling. CRC R315.
- Windows and doors shall be installed and flashed in accordance with the fenestration manufacturer's written installation instructions. CRC R612.1
- Openings such as windows and doors are prohibited within 3 feet of the property line. CRC Table R302.1(1)
- Light and ventilation requirements:
  - The minimum openable area to the outdoors shall be 4% of the floor area of the room being ventilated. CRC R303.1
  - The minimum glazed area shall be 8% of the floor area of the room served. CRC R303.1
- Maximum U-Factor not-to-exceed .30 and SHGC not-to-exceed .25

## Safety Glazing Requirements:

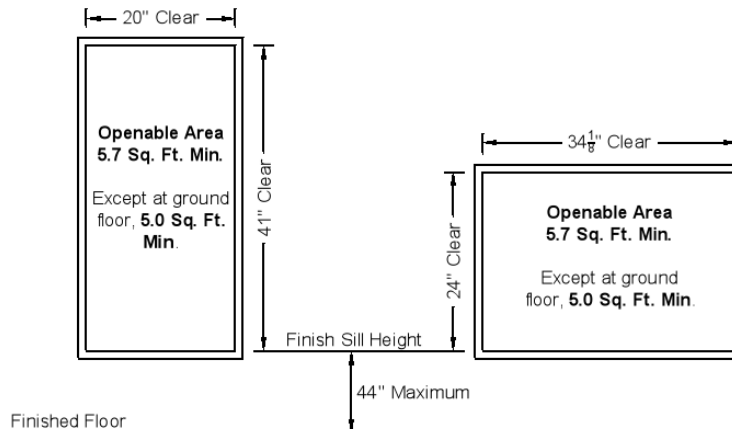
The following shall be considered specific hazardous locations, safety (temper) glazing is required:

- Glazing in all fixed and operable panels of swinging, sliding and bifold doors. CRC R308.4
- Glazing in an individual fixed or operable panel adjacent to a door where the nearest vertical edge is within 24" arc of the door in a closed position and whose bottom edge is less than 60" above the floor or walking surface. CRC R308.4
- Glazing in an individual fixed or operable panel that meets all of the following conditions:
  - The exposed area of an individual pane is larger than 9 square feet,
  - The bottom edge of the glazing is less than 18" above the floor,
  - The top edge of the glazing is more than 36" above the floor,
  - One or more walking surfaces are within 36", measured horizontally and in a straight line, of the glazing. CRC R308.4
- Glazing adjacent to stairways, landings, and ramps when the exposed surface of the glazing is less than 60" above the walking surface or treads of the stairway. CRC R308.4

## Egress Requirements:

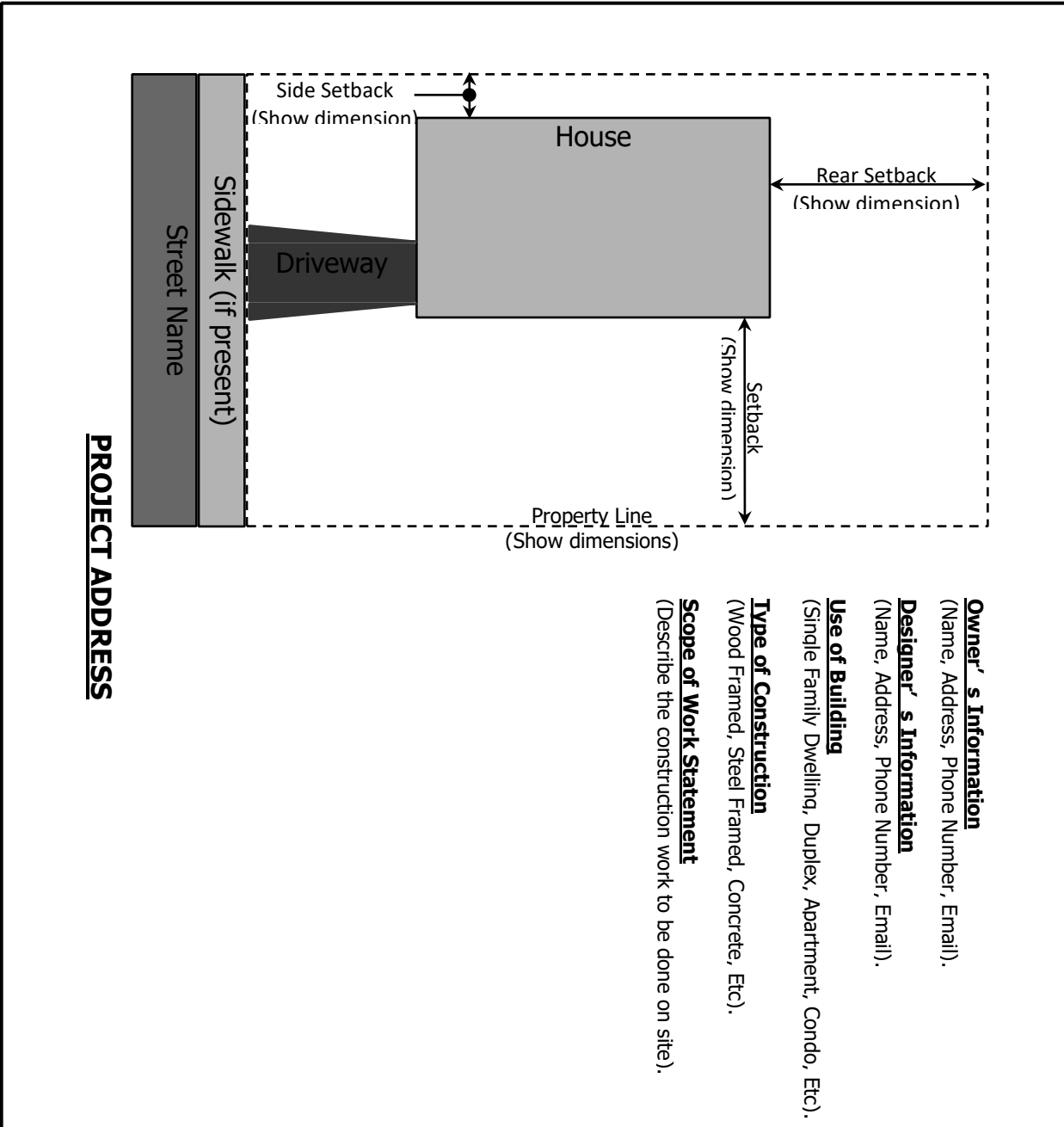
Basement, habitable attics and every sleeping room shall have at least one operable emergency escape and rescue opening. CRC R310.

- Where emergency escape and rescue openings are provided, they shall have a sill height of not more than 44" above the first floor.
- All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet. Exception: Grade floor openings shall have a minimum net opening of 5 square feet. CRC R310.1.1
- The minimum net clear opening height shall be 24". CRC R310.1.2
- The minimum net width shall be 20". CRC R310.1.3



Width	20.0	20.5	21.5	22.0	22.5	23.0	23.5	24.0	24.5	25.0	25.5	26.0	26.5	27.0
Height	41.1	40.0	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31.0	30.4
Width	27.5	28.0	28.5	29.0	29.5	30.0	30.5	31.0	31.5	32.0	32.5	33.0	33.5	34.0
Height	29.9	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	24.9	24.5	24.1

# **SITE PLAN EXAMPLE FOR RESIDENTIAL PROJECTS**



For the site plan, show the dimensions of the property lines, footprint of all structures on the property, the distance of the structures to the property lines, and the location of the street and the sidewalk (if present) in relationship to the property.

Site plans shall be submitted on 11" x 17" minimum size paper.