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# RESIDENTIAL WINDOWS

## Handout #07

The information in this handout provides general guidelines for the City of Covina Residential Window Change-Out permitting process. To obtain complete information for your project, please contact our friendly staff in person or over the phone at **Planning (626) 384-5450 or Building and Safety (626) 384-5460, during our normal business hours (Monday through Thursday from 7:00 a.m. to 6:00 p.m.)**.

### Do I need a permit for a Window Change-Out?

It depends. If the existing window and/or door opening will be altered (increasing or decreasing size of opening or removing interior or exterior wall finishes), then a building permit is required. In addition to a building permit, if the window opening(s) in a sleeping room, basement, or habitable attic is/are altered, then at least one Emergency Escape and Rescue opening needs to be provided for that room (2016 California Residential Code section R310). If there is no window and/or door opening alteration and a "retrofit" window is installed in an existing opening without disturbing and/or removing exterior or interior wall finishes, a building permit is not required.

### How do I obtain a Window Change-Out permit?

If a building permit is required for your window change-out project, please submit two (2) sets of Floor Plans to the City of Covina Planning Department/Building and Safety Department counter for review. The following information shall be provided on the plans:

- Property address, property owner, and contractor information.
- Fully dimensioned existing and proposed Floor Plans, clearly identifying the use of all rooms and spaces.
- Locations of Smoke and Carbon Monoxide Alarms.
- In case of a structural alteration, structural details and calculations are required to be prepared by a registered licensed professional.
- New windows and doors are required to meet California Energy Efficiency Standard T24 requirements. (Maximum U-Factor 0.32, Maximum SHGC 0.25)