



125 East College  
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Covina, CA, 91723  
P) 626-384-5460  
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# RESIDENTIAL WINDOWS and Doors 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?

Yes. If the existing window and/or door opening will be altered, replaced (like for like) or increasing or decreasing size of opening and/or removing interior or exterior wall finishes), then a building permit is required.

Replacement Fenestration. New manufactured products installed to replace existing fenestration products of the same total area shall meet the U-factor and Solar Heat Gain Coefficient requirements for 2025 California Energy Code Section 150.2(b)1B

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 (2025 California Residential Code section R319).

All sleeping rooms are required to have an emergency escape and rescue opening with a minimum clear net opening of 5.7 sq. ft. (5.0 sq. ft minimum for grade level windows\*). In addition, the minimum clear height must be 24 inches and the minimum clear width must be 20 inches. The maximum allowable window sill height off the finished floor is 44 inches to the clear opening.(see diagram)

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

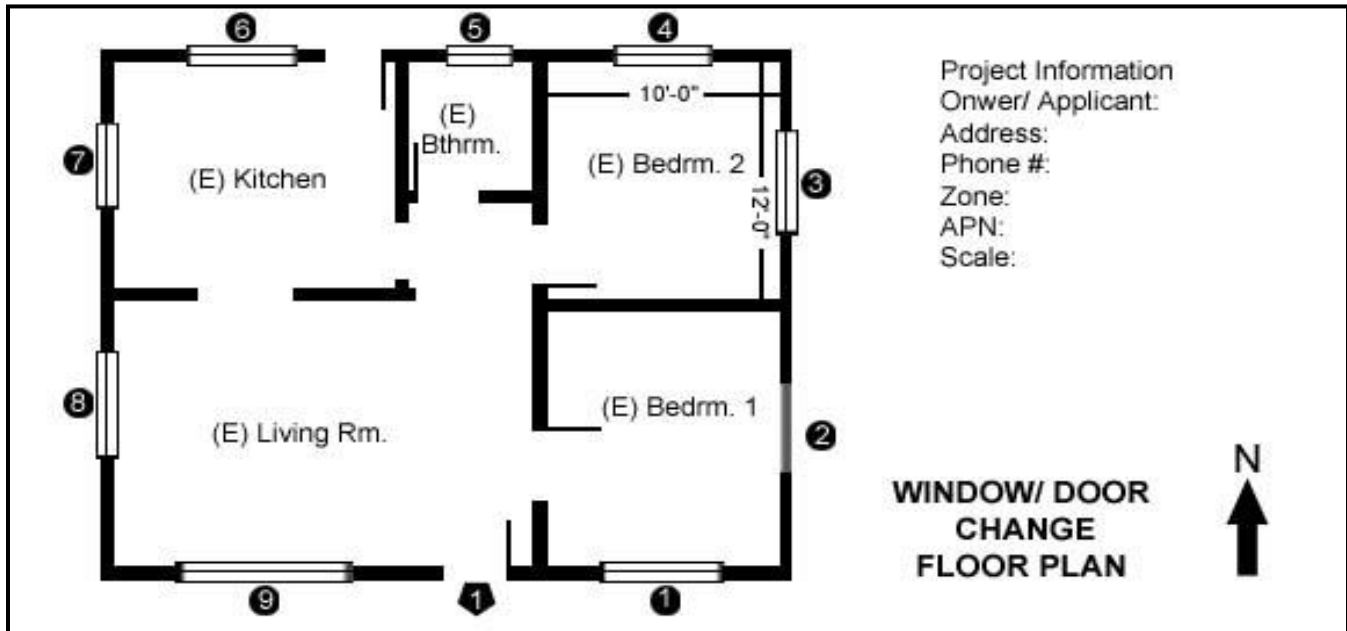
A building permit is required for your window change-out project, please submit two (2) sets of Floor Plans to the City of Covina Planning Division/Building and Safety Division counter for review. The following information shall be provided on the plans: *(8 1/2 x 11 plot plan/ site plan required ref Handout #15)*

- 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. Table 150.1-A (Maximum U-Factor 0.30, Maximum SHGC 0.23)



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## SAMPLE PROPOSED WINDOW AND DOOR SCHEDULE

Existing Window Size (ft*) and Description (Width, height*)	Proposed Window Size (ft*) and Description (Width, height, window type, UF/SHGC- Energy*)
1. 4 x 4	1. 4 x 4 (dual glaze slider, .40/.40) 4 x 4 Header
2. 4 x 4	2. To be enclosed*
3. 4 x 4	3. 5 x 4 (dual glaze slider, .40/.40) 4 x 6 Header
4. 4 x 4	4. 4 x 4 (dual glaze slider, .40/.40) 4 x 4 Header
5. 2 x 2	5. 3 x 2 (dual glaze hung, .40/.40) 4 x 4 Header
6. 4 x 4	6. 5 x 4 (dual glaze slider, .40/.40)
7. 4 x 4	7. 3 x 5 (dual glaze hung, .40/.40) 4 x 4 Header
8. 5 x 4	8. 5 x 4 (dual glaze slider, .40/.40) 4 x 4 Header
9. 5 x 4	9. 6 x 5 (dual glaze slider, .40/.40) 4 x 6 Header
Existing Door Size and Description	Proposed Door Size and Description
3 ft x 6 ft 8 inches exterior type, solid core	6 ft x 6 ft 8" slider (dual glaze low e) 4 x 8 Header

**Note:** Please consult with the Building and Safety Division when enclosing or altering any existing window(s) or door(s), additional Code requirements may apply\*

1. The minimum net clear opening area for emergency escape and rescue window is 5.7 square feet.

**2025 CRC Section R319.2.1**



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**EXCEPTION:** The minimum area for grade floor openings is 5.0 square feet. To qualify as a grade floor opening ***the maximum sill height cannot be more than 44" above or below the finished exterior ground level*** adjacent to the opening.

2. The net clear opening dimensions shall be the result of normal operation of the opening.
3. Casement window openings shall be measured when opened a minimum of 90 degrees.
4. Replacement windows shall comply with the current windows requirements for sill height and net clear if the interior or exterior wall finish (stucco, siding, etc) framing, or opening is altered.

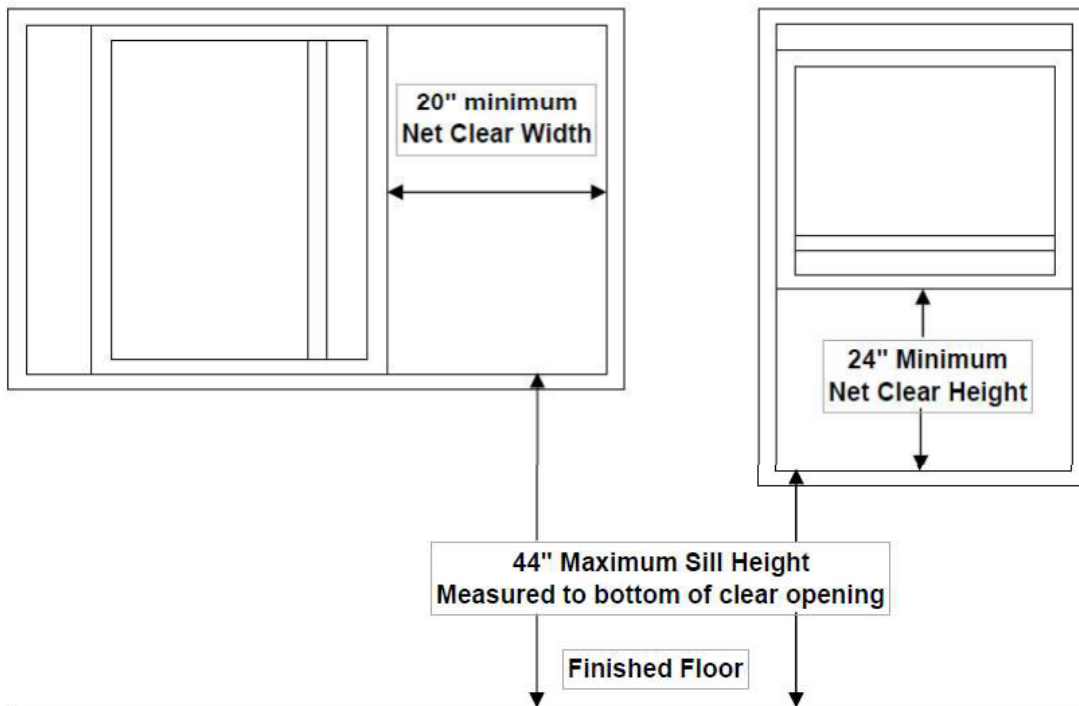


TABLE SHOW SOME EXAMPLES OF MINIMUM NET OPEN AREA DIMENSION (INCHES)

WIDTH	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
HEIGHT	41	39.1	37.3	35.7	34.2	32.8	31.6	30.4	29.3	28.3	27.4	26.5	25.7	24.9	24

1. Basements, habitable attics and every sleeping room below the fourth floor in dwelling units shall have at least one operable window or door approved for emergency escape which shall open directly into a public street, public way, yard or exit court.
- 2. All windows that are installed, whether retrofit or full flanged frame window must be dual glazed and meet the California Energy Code requirements Table 150.1-A (Maximum U-Factor 0.30, Maximum SHGC 0.23)