Permits and Inspections
(Minimum of 2 days’ notice required for inspections)

Building permits are generally required whenever windows are replaced with the following exceptions:

1. Installation of combination storm/screen windows.
2. Sash replacements
3. Glass replacements or repairs.

Permits are charged a set fee to cover replacement of existing windows, regardless the number of windows replaced. If the size of the opening is altered to accommodate the new window, a more detailed submittal is required including header types and sizes.

Safety Glazing

Safety or tempered glazing is required in all hazardous locations. The following installations are defined as hazardous according to the Minnesota State Residential Code. Certain exceptions exist, see R308.4.

1. All glass within 24 inches of either side of a door and less than 60” from the floor
2. All glazing in railings regardless of area or height above a walking surface. Included are structural baluster panels and nonstructural infill panels.
3. Glazing in walls and fences enclosing indoor and outdoor swimming pools, hot tubs, and spas where the bottom edge of the glazing is less than 60 inches above a walking surface and within 60 inches horizontally of the water’s edge.
4. Glazing adjacent to stairways, landings and ramps within 36 inches horizontally of a walking surface when exposed glass is less than 60 inches above the walking surface.
5. All glazing within doors.
6. Glass less than 18 inches of a walking surface and greater than 9 sq. feet for any single pane.
7. Glazing adjacent to stairways within 60 inches horizontally of the bottom stair tread when the exposed glass is less than 60 inches vertically from the nosing of the bottom tread.

Additional Notes

All exterior windows and doors must have corrosion resistant flashing installed over the top of the unit.

When applying for the permit you will be required to specify the operating style and location for all windows to be replaced.

Manufacturer installation requirements must be available on site for inspection.

Smoke alarms and Carbon Monoxide alarms must be installed as part of this permit.

Accuracy-Efficiency-Uniformity
Window Supplemental Sheet - Location of Replacement Windows

Date: _____________
Address: ______________________

LEFT (AS SEEN FROM STREET)

FRONT

2nd Floor

1st Floor

REAR

2nd Floor

1st Floor

Walk out

RIGHT (AS SEEN FROM STREET)

2nd Floor

1st Floor

Number of windows replaced_______________________________
(Mark approximate location)

*Label windows installed in a sleeping room

Specify operating style of existing window________________________

Specify operating style of replacement window_____________________

NOTE: If you are replacing bedroom windows that are a different style than the original, the new windows must meet egress requirements.