



Window Change Out Permits

CITY OF HEMET BUILDING DIVISION
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Do I need a permit in order to change out my windows?

Yes, a building permit is required when you are replacing your windows.

What do I need to submit for plan check to the Building Department in order to get a permit?

You need to submit for plan check three (3) sets of legible plans on no smaller than 8 1/2" x 11" paper with the following items:

- A completed and signed Building application located at our building counter or on line at www.cityofhemet.org.
 - Your plans should include a Floor plan of the existing structure. On which you should
 - ❑ Identify each rooms use.
 - ❑ Specify the total square footage of each room.
 - ❑ Indicate size and type of each opening, doors and windows.
 - ❑ Indicate if they are fixed or open able windows.
 - ❑ All habitable rooms shall have at least 10% of the floor area for natural lighting.
 - ❑ 5% of the floor area shall be open able for natural ventilation requirements.
 - ❑ Show proximity to any doors. Glazing in fixed or operable panels adjacent to a door where the nearest exposed edge of the glazing is within a 24-inch (610 mm) arc of either vertical edge of the door in a closed position and where the bottom exposed edge of the glazing is less than 60 inches (1525 mm) above the walking surface. **Section 2406.3 of the 2007 California Building Code.**
 - Indicate the U-Value and S.H.G.C. for each window to be replaced. As of October 1, 2005 the maximum U-Value and S.H.G.C. shall be 0.35. Dual pane windows are not enough.
 - ❑ Bedrooms require at least one window to comply with emergency egress requirements, if no door leading directly outside is provided. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet.

- ❑ The minimum net clear openable height dimension shall be 24".

- ❑ The minimum net clear openable width dimension shall be 20".

Note: The minimum openable square foot of the window must be 5.7. An opening that is 24" x 20" doesn't meet the minimum requirements.

Please reference Section 1026 of the 2007 California Building Code.

- ❑ When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44" above the floor.
- Escape and rescue windows with a finished sill height below adjacent ground elevation shall have a window well. They shall comply with requirements of **the 2007 California Building Code.**
- Additional items may be requested, because all change outs are not the same.

What else do I need to submit to the Building Department before I can get my permit?

Starting October 1st, 2005 new energy standards, Title 24, were adopted and any application for permits applied for after this date are subject to these standards. Before you can get your permit we need to see a completed CF-1R and MF-1R form, you can get these forms at www.energy.ca.gov/title24.

- ★ **Please note:** that at final inspection you need to supply the CF6R for the inspector. This will be brought in and placed with the original paperwork.