



**Community and Economic Development Department
Permitting Division**

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4800

**Window and Door Replacement
Submittal Information and Criteria Checklist**

Permit Process

1. Application package e-mailed to permits@orovalleyaz.gov; see requirements below.
2. Submittal reviewed for completeness and code compliance – up to 7 days.
 - a. If corrections or additional information required, applicant will be contacted via e-mail.
Applicant must then resubmit requested information/corrections for review again.
 - b. If approved, applicant will be contacted via e-mail with fees due so permit can be issued.
3. Permit, approved plans and inspection card are e-mailed to applicant after fees are paid.
4. Once work is performed and all inspections successfully passed, the permit is closed.

Submittal Requirements

Please ensure the following is provided so the application can be approved on the first submittal:

- ☐ **Building Permit Application** – Fill out applicable information
- ☐ **Site Plan** – An aerial map from web apps such as Pima Maps or Google Earth is acceptable. Indicate the following on the Site Plan:
 - Locations of all new or replacement windows and doors.
 - Indicate if a pool or spa is located on the property. For properties with an existing pool or spa:
 - Indicate the location of existing physical barrier(s) for the pool or spa.
 - **Please Note:** Replacement doors providing access to pools or spas must be self-closing and self-latching if there are no existing physical barriers present. The latching device must be 54" above the finished floor.
 - **Please Note:** Windows with latching devices within 54" of the finished floor will require a maximum opening of 4".
- ☐ **Floor Plan** – Indicate the following on the Floor Plan:
 - Locations of new replacement windows and doors.
 - Indicate sleeping area egress window locations and tempered glass locations.
 - **Please Note:** Tempered glass is required when within 24" of a door's leading edge, for windows in bathrooms and for windows when the sill is below 60" of the finished floor.
 - **Please Note:** Sleeping area egress windows must have a maximum window sill height of 44", a minimum net opening width of 20", a minimum net opening height of 24" and a minimum 5.7 square foot net opening dimension.
- ☐ **Window Specification Data Sheets** - Indicate U-Factor, Low-E, Minimum Double Pane and SHGC Solar Heat Gain Coefficients.
- ☐ **Please Note:** For window and door replacements to be installed in larger or smaller openings, additional structural details and analysis is required

If you have any questions, please call (520)229-4800 or e-mail permits@orovalleyaz.gov