

	STANDARD OPERATING POLICY AND PROCEDURE Community Development and Public Works	Number: 1-22
Subject: Glazing Replacement (Windows and Doors)		Approval Date: March 1, 2018
Approval: Chuck King, Building Official		Effective Date: March 1, 2018

1.0 PURPOSE

To establish policy regarding replacement of *Windows and Glass Doors*

2.0 DISTRIBUTION

Public; Community Development and Public Works Personnel

3.0 REVISION HISTORY

4.0 CODE REFERENCE

2012 International Building Code (IBC), Sections 105.1 and 2401.2
 2012 International Residential Code (IRC), Sections R105.1, N1102.3.6 and Table N1102.1.1
 2012 International Energy Conservation Code (IECC), Section C303.1.3

5.0 POLICY

This policy is intended to identify when permits are required for replacement of glazing in accordance with the applicable codes noted above.

Section 105 of the IBC and Section R105 of the IRC state that permits are required for *alteration, replacement and repair* of elements regulated by this code. Since glazing is specifically regulated by these codes, and there is no exemption from permits for replacement of glazing, permits are required for this purpose. *Exemptions are noted below.

Inspection of replacement glazing is intended to verify that the minimum requirements of the following elements are adhered to:

- Safety glazing in hazardous locations
- Emergency escape and rescue for sleeping areas
- Energy code *U*-factors for replacement fenestration in *Climate Zone 2*

Since “*..glass only replacements in an existing sash and frame.*” is excluded from having to meet the minimum requirements of the energy codes, permits will not be required to re-glaze damaged glazing as long as replacement of glazed panels is of the same type as was previously installed. Please note that windows that provide emergency escape and rescue must maintain the net opening size and window sill height as the glazing being replaced. In addition, glazing in hazardous locations must have safety glazing materials installed, regardless of whether a permit is acquired. Windows and sliding glass doors that serve as a barrier for pools or spas must have latches and handles located at the minimum height prescribed by the *pool and spa code* that is in effect at the time of the installation, and all doors that separate residences from pools and spas shall be designed to self-close and latch. Any glazing that is a change from the original design will be considered a new installation, and a permit will be required for this purpose.

*Per policy, replacement of not more than two windows of the same size and type will be considered similar to *glass only replacement* as noted above. Due to the limited scope of work, acquisition of a permit will be at the discretion of the company supplying and installing the glazing. All conditions of *glass only* installations noted above are applicable.