



WINDOW REPLACEMENT – *window retrofits only*

PERMIT REQUIRED:

A building permit is required under any condition when windows are being replaced except for the replacement of broken glass. The replacement of broken glass in windows does not require a building permit.

A completed a building permit application and appropriate fees shall be submitted to the City of Union City’s Building Division when there is a window retrofit/replacement being done at a home. If you are installing new windows, making existing windows larger or smaller please contact the Building Division for additional requirements.

FEE: Window replacement permit fees are based on the valuation of labor and materials. Please refer to the current Building Division Fee Schedule.

INSPECTION:

1. One inspection is required when all the work is complete.

EMERGENCY EXISTING FROM BEDROOMS:

Bedrooms in dwelling units must have a secondary emergency exit. Often, this secondary exit is a window. A permit is needed to replace an existing window or install a new window, and when this new window serves as the secondary exit, the operable panel of this window shall meet all of the following standards;

- The clear opening width is no less than 20 inches.
- The clear opening height is no less than 24 inches.
- The net opening area is no less than 5.7 square feet. (only 5.0 square feet is required at the first floor)
- The maximum sill height is no greater than 44 inches above the finished floor for ground level story.

NOTE: *If the existing sill height for emergency egress windows is higher than 44”, it will be allowed to remain. However, if any alterations or repairs are made to the “framed opening” a finished sill height of 44” maximum will be required.*

WEATHER FLASHING AT WINDOWS:

Windows shall be flashed as required by the manufacturer’s printed instructions. Regardless of the type of manufacturer and as a minimum, all windows shall be flashed as shown below. The flashing material can be Kraft waterproof building paper or 15 or 30 pound asphalt saturated organic felt. There are also commercially available pre-made flashing with self-sticking backs, which aid installation. Most flashing strips are approximately six inches wide.

