

Permit Requirements for Replacement Windows and Glazing

PURPOSE

The purpose of the policy is to set guidelines when a building permit is required for replacement of existing windows and to set a procedure when a hazardous glazing condition is observed. This policy shall not apply to skylights or roof windows.

GENERAL

Historically, building permits have not been required for replacement of broken or damaged window glazing. Permits have been required for replacement of the entire window, including the window frame. New products have entered the market which have created confusion if a permit is required. This policy shall establish clear policy when a permit is required and when a hazardous situation observed warrants' referral to the Code Enforcement Division.

Sonoma County Code Section 7-5 states that building permits are required when a building or structure is erected, constructed, enlarged, altered, repaired, moved, improved, converted or demolished. Building permits are not required for building maintenance.

AUTHORITY

Sonoma County Code Section 7-5.
Health and Safety Code Section 25997

FORMS

Complaint form CDE-001

PROCEDURE

A. Building permits shall not be required for the replacement of glazing if:

1. Replacing broken or damaged glazing within an existing window frame is considered maintenance work which is not regulated under Sonoma County Code Section 7-5.
2. Replacing glazing by removal of the existing glazing and trim but leaving the existing window frame or sliding glass door frame intact and inserting a vinyl framed insert without disruption of the existing weather seal.

B. Building permits shall be required for the replacement of windows if:

1. Replacing an existing window or sliding glass door complete with frame which requires the removal and replacement of the weather seal or flashing. All replacement windows shall meet the full requirements of the currently adopted building code.
2. Any increase in size of the window opening.
3. Any new window openings or relocation of existing openings.

C. Referrals to the Code Enforcement Division:

Section 25997 of the Health and Safety Code requires all glazing replaced in hazardous locations as defined by the California Building Code shall be replaced with safety glazing. If staff observes that the replacement of glazing has created a hazardous condition, then staff shall complete form CDE-001 including a description and location of the hazardous condition and forward the form to the Code Enforcement Division for abatement. At a minimum, the following conditions shall be considered hazardous.

1. If staff observes that replacement of glazing in a residential occupancy has occurred in a hazardous location without replacement by safety glazing or if the replacement glazing has created a reduction in size creating a substandard condition as noted in the Uniform Housing Code, then the replacement glazing shall be considered a hazardous condition in violation of the Uniform Housing Code.
2. If staff observes that replacement of glazing in commercial or industrial occupancies has occurred in a hazardous location without replacement by safety glazing, then the replacement glazing shall be considered a hazardous condition in violation of the Uniform Code for the Abatement of Dangerous Buildings.

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

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