



**City of Santa Paula  
Building & Safety Department**

**Policy: WINDOW REPLACEMENT POLICY, INCLUDING WINDOW INSERT OR RETROFIT POLICY - SINGLE-FAMILY RESIDENTIAL ONLY (NOT FOR NEW CONSTRUCTION)**

**A. WINDOW REPLACEMENT POLICY, GENERAL:**

A building permit is required for any window replacement when the frame of the existing window is removed, or when the method of replacement could cause a break in the waterproof seal of the wall surrounding the window.

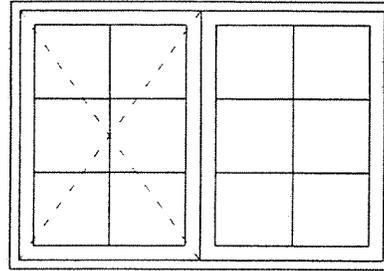
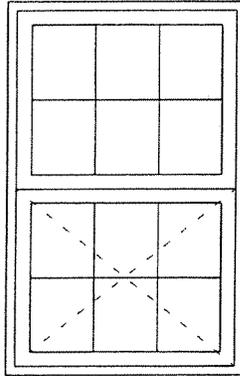
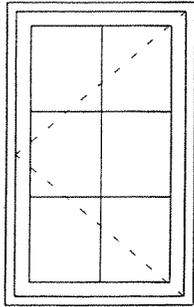
**B. WINDOW RETROFITS AND INSERTS POLICY: Definition— Retrofit windows and Window Inserts** are window replacements where the original window frame and flange remain undisturbed so that the watertight seal around the rough opening remains water tight. In addition, a retrofit window or window insert as defined herein shall not require the removal of stucco or gypsum wallboard around the rough opening, and shall not employ any installation or removal method that could cause a break in the waterproof seal of the wall surrounding the window.

**For houses constructed prior to 1950:** A building permit and pre-installation inspection are required for the installation of *retrofit windows* and *window inserts* as defined above for all windows being replaced. The reason for this is that most housing constructed after 1950 was designed with sufficient window area that usually exceeds the minimum light and ventilation requirements of the Uniform Building Code today. Older housing prior to 1950 was typically custom built, and may not meet minimum light and ventilation requirements. Therefore, a pre-inspection is also required to determine if the minimum required light and ventilation will be met in each effected room, as well as the emergency egress issues of item 2 above or submit plans.

**For houses constructed between 1950 and the present (inclusive):** A building permit is required for the installation of *retrofit windows* and *window inserts* as defined above for bedrooms only. A retrofit window or window insert installation for a bedroom complies when any one of the following are true:

1. The bedroom has a door meeting the same opening criteria as items 2.a, 2.b, and 2.c below, and the door opens directly to the yard and does not require any special tools or knowledge to open the door (turn-knob type dead bolt is acceptable).
2. The bedroom has a window that complies with:
  - a. Minimum open width (20 inches), and
  - b. Minimum open height (24 inches), and
  - c. Minimum net openable area (5.7 sq. ft. or 820.8 sq. inches);
  - d. Maximum window sill height of 44 inches above the finished floor.
3. The bedroom has a window that complies with items 2.a, 2.b, and 2.c above only.

Standard 6'8" Header Height



44" Maximum Sill Plate Height

Single Casement:

2-4 x 4-0  
2-6 x 3-6

Double Casement:

4-6 x 4-0

Casement/Fixed Combo:

4-6 x 4-0

Single/Double Hung:

3-0 x 5-0  
3-0 x 5-6  
3-4 x 5-0  
3-8 x 5-0  
4-0 x 5-0

Single/Fixed Combo:

None without manf. data

Slider:

4-0 x 4-0  
5-0 x 3-6  
6-0 x 3-0

Single/Fixed Combo:

8-0 x 4-0  
10-0 x 4-0  
12-0 x 3-0

44" Maximum Sill Plate Height

Floor Level

HOW TO CALCULATE YOUR WINDOW SIZE

Each escape window is required to be 5.7 square feet with a minimum width of 20" and a minimum height of 24". It is easier to calculate if you convert that number into square inches.

5.7 Square Feet equals 820.8 Square Inches (\*)

820.8 ÷ 20" (minimum width) = 41.04" height

820.8 ÷ 24" (minimum height) = 34.20" width

(Both dimensions were rounded up for simplification)

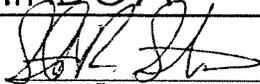
GENERAL NOTES

1. Window sizes shown will be the minimum allowed for egress unless manufacture's data is supplied.
2. Section 310.4 requires that every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into a public street, public alley, yard or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet (820.8 sq. in.), a minimum net clear openable height 24 inches and minimum net clear width of 20 inches. When windows are provided as a means of escape or rescue, they shall have a finished sill height not more than 44 inches above the floor.
3. Sizes shown are taken from data supplied by window manufactures, however these are general dimensions. It is the owner's responsibility to verify that the actual windows installed meet the minimum egress requirements.
4. Awning, bay with fixed center glazing, single fixed combination window and other types not mentioned above require manufacturer's information if they are to be used to meet emergency egress requirements.



**EMERGENCY ESCAPE / EXIT WINDOW**

**HELP FOR THE HOMEOWNER**  
CITY OF SANTA PAULA, BUILDING AND SAFETY

Approved By:  8/8/03  
Date: 8/5/03 Sheet 1 of 1 G-4