

## NEW, RELOCATED, OR REPLACEMENT OF WINDOW & DOOR REQUIREMENTS

A building permit is required for new, relocated, and replaced nail-on windows or doors. Additionally, if existing window or door framing is damaged, and requires repair or replacement, a building permit is required. New window or door installations or window or door enlargements over 15 feet in height may require Planning review; please contact the Planner on Duty at [pod@cityofpleasantonca.gov](mailto:pod@cityofpleasantonca.gov) to review your project prior to submitting a building permit. Nail-on window or door replacements or framing repair permits may be processed through our Over the Counter (OTC) program or through the regular plan review process. First-round review is typically completed within two weeks, depending on the completeness of the plans submitted. Applications, plans, and supporting documents shall be uploaded through our ACA system (Accela Citizen Access) online at: [Accela Portal](#)

### Building Permits Are Not Required for the following:

- Replacement of broken glass within an existing window or door frame only.
- Retrofit (insert) window or door replacements installed within the existing frame or rough opening, provided all the following conditions are met:
  - Window or door replacements shall comply with the building code in effect at the time of permit issuance.
  - The replacement window shall be manufacturer's largest standard size that fits within the existing window frame opening.
  - The replacement window is the same operating style as the existing window.
  - The existing framed opening and sill height is not modified or changed.
  - Replacement windows shall not reduce the required light and ventilation area provided by the existing windows.

### The following are plan submittal requirements:

#### Cover sheet shall be provided with the following information:

- Include property owner's name, site address, phone number and Assessor's Parcel Number (APN).
- Indicate the applicable codes and regulations in effect at the time of application (e.g., 2025 California Building Code, California Residential Code, California Electrical Code, California Plumbing Code, California Mechanical Code and City of Pleasanton Municipal Code).
- A complete scope of work describing all the work which will be performed under the building permit.
- Existing floor plan demonstrates the current/existing location of all windows or doors.
- Proposed floor plan demonstrates the location of all the new windows or doors.

#### Building plans shall be provided with the following information:

- Provide window and door sizes on the plans. Window sizes are typically listed as Width × Height (W × H) with a style abbreviation (for example, 4050SL = a sliding window that is 4 feet wide by 5 feet tall).
- New, relocated, or wider windows or doors can affect the home's structural system. Floor plans shall demonstrate wall lengths and windows or door sizes, so the City can review if the proposed changes affect the home's structural system. Any alteration that could reduce the structural capacity for gravity or lateral loads may require an engineered analysis if conventional construction methods cannot be used.
- New windows shall provide a minimum net clear opening of at least 5.7 square feet. Exception: Ground-floor windows may be a minimum net clear opening of at least 5.0 square feet.
- A minimum clear opening that is at least 20 inches wide and 24 inches high when the window is fully open shall be provided.

- Have the bottom of the clear opening no higher than 44 inches above the floor.
- Be easy to open from the inside without special tools or keys.
- Windows must provide at least 8% of the room's floor area in glass for natural light.
- Windows must provide at least 4% of the room's floor area in openable areas for fresh air (ventilation).
- Provide Energy code compliance for all window replacements. Typically, windows shall provide a minimum U-FACTOR of 0.27 and a maximum SHGC of 0.23.
- Windows located in hazardous areas (such as near doors, tubs, showers, or close to the floor) must be tempered with safety glass to help prevent injuries if broken.

## Inspection Procedure (Two required inspections): in progress and final

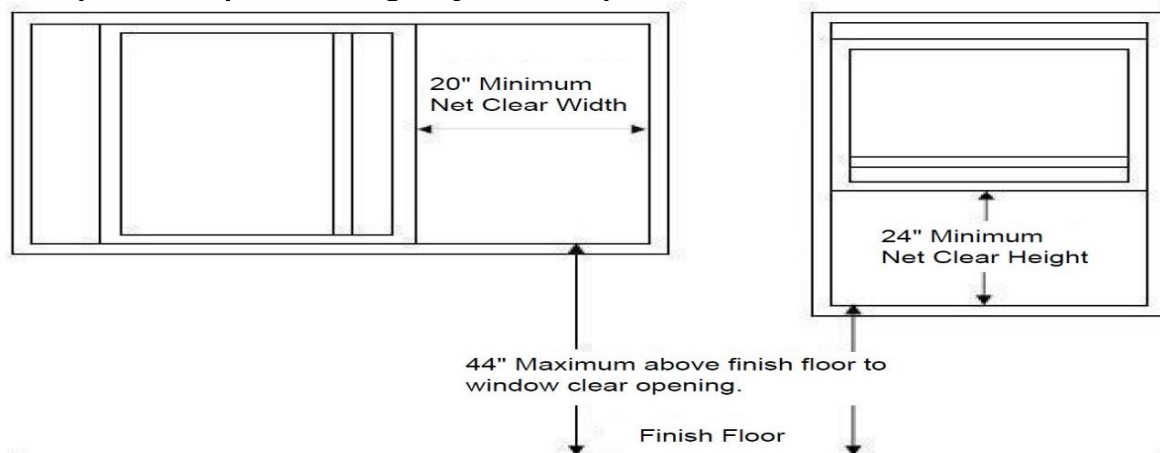
### Window In Progress Inspection (Inspection code 803)

- Windows or doors shall be installed according to the manufacturer's installation instructions.
- Proper flashing shall be installed around the window or door to prevent water intrusion.
- Nail-on windows or doors shall be properly fastened to the framing members.
- Damage framing will be inspected at this point.
- Verify tempered glazing at hazardous locations.
- Weather and protection barrier shall be properly lapped and sealed at the window or door openings.
- Stucco reconnection (if stucco is used): Stucco lath/wire is properly reconnected and integrated with the window flashing.
- Basements, habitable attics, sleeping lofts, and every sleeping room shall have the bottom of the emergency escape and rescue window clear opening located not more than 44 inches above the finished floor.
- Windows or doors shall meet the required energy ratings (U-factor and Solar Heat Gain Coefficient) and labels are available for inspection.

### Final Inspection (Inspection code 999)

- Windows or doors shall be fully sealed and weather-tight, and all work is to be completed.
- Smoke alarms are required in bedrooms, in hallways/areas leading to bedrooms, and on each level of the home. Carbon monoxide alarms are required outside of sleeping areas and on each level of the home where required by code. Smoke alarms and carbon monoxide alarms may be verified by the inspector during the inspection, or a Smoke/Carbon Monoxide Alarm Certification Form completed and signed by the homeowner or property manager may be submitted to the Building Inspector. Smoke detector/carbon monoxide certification form can be found here: [Smoke/Carbon Certification Form](#).

### Example of compliant Emergency and escape windows



## Example of plans

### Property owner information:

Jane & John Doe  
 XXX Old Bernal Ave  
 Phone #:925-XXX-XXXX  
 Pleasanton, CA 94566  
 APN: 094 015700509

### Applicable Building Codes:

2025 California Building Code, California Residential Code, California Electrical Code, California Plumbing Code, California Mechanical Code and City of Pleasanton Municipal Code).

Plans prepared by: XXXXXX Construction  
 Company Name/Address/Phone #

Mike Smith Signature: \_\_\_\_\_

### Scope of work description:

Six (N) new nail on window replacements with the same size and type, no framing altered. One (N) new 60"x30" window replacing a (N) 40"x30" window. All windows shall have U-Factor = 0.27 and SGHC = 0.23. Emergency escape windows must be installed so the bottom of the clear opening is no more than 44 inches above the

