



CITY OF EAGLE LAKE

WHERE OPPORTUNITY SOARS

City of Eagle Lake

MINIMUM
24 HOUR NOTICE ON
ALL INSPECTIONS
CALL TOLL FREE:
1-877-333-5620

Window Replacement Requirements for Building Permit Application

General Building Requirements

1. This permit is only valid for the ***replacement of existing windows of the same size***. (See replacement options on attached handout). Any window installation which requires the changing of framing members or alters the structural integrity of the walls requires a building permit.
2. All windows and door openings must have flashing installed over the exterior opening.
3. If a bedroom window is to be replaced, it must be replaced with a window of at least the same size and openings that the code required when built. (This requirement only applies to window replacement in existing single family dwellings).

NOTE: The aforementioned criterion represents general code requirements relative to window replacement. For specific code requirements, please contact the City of Eagle Lake.

Required Inspections

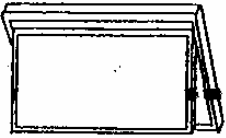
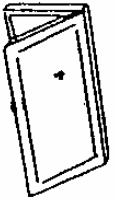
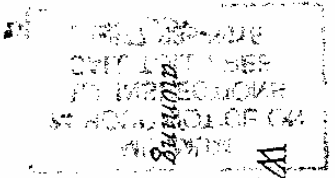
1. Final—the best time for the inspection is during the halfway point of the window replacement.
 - *The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Commerce to the City before a permit can be issued.*
 - *To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce at 651-296-2594 or toll free at 1-800-657-3602.*

If you should have any questions, please call the Building Official.

For inspections call the Building Official at 507-333-5620 or toll free at 1-877-333-5620 between 7:00 a.m. and 4:30 p.m. Monday through Friday.

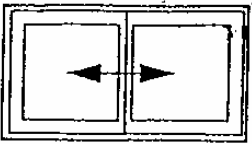
Window Terminology

Window Types

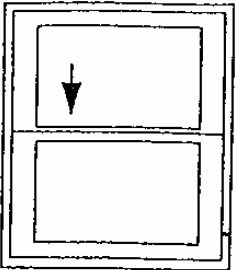


casement

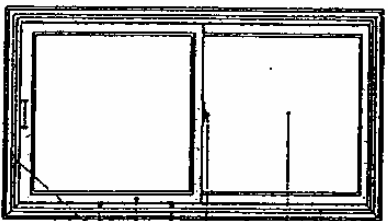
double-hung



gliding

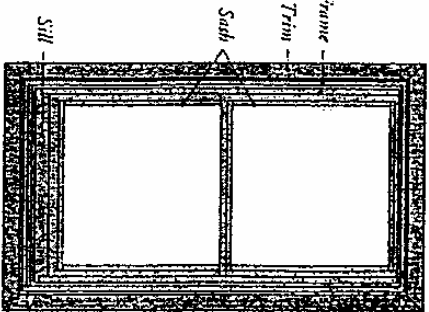


Window Parts



- Window Frame
- Pane (Glazing)
- Interior Trim
- Lock
- Jamb (Side)
- Sash
- Inside Scape

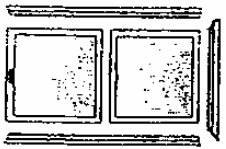
interior



- Window Frame
- Exterior Trim
- Sash
- Sill

exterior

Replacement Options



Sash Replacement

old sash removed, new sash kit (which may include sash and jamb liners at sides and/or at head) installed in old frame



Pocket Replacement

old sash removed, new window unit with sash and frame installed in old frame



Complete Replacement


old entire window removed, complete new window unit installed in rough opening

old frame need

old unit removed



Building Code Interpretation

- Inquiry:** 98-48b (formally 96-5; revised)
- Subject:** Sleeping Room Window Replacements
- Code:** 1994 UBC Sections 310.4, 3402 & 3404
(yr., title, section)
- Submitted By:** MN B.O. Uniformity Committee
- Approved By:** Thomas R. Joachim
State Building Official 
- Issue Date:** August 3, 1998 (previously July 22, 1996)
- Situation #1:** An existing sleeping room's entire escape/rescue window is removed and there is no change in the rough opening. Does the replacement window need to comply with UBC Section 310.4?
- Answer #1:** No. As this is considered maintenance under UBC Section 3402, the new window unit need only comply with any code provisions in effect when the original window was installed, but be no more hazardous.
- Situation #2:** A building is moved into or within the jurisdiction. The sleeping rooms do not comply with Sec. 310.4.
- Answer #2:** UBC Sec. 3404 requires that "buildings or structures moved into or within the jurisdiction shall comply with the provisions of this code for new buildings or structures."
- Situation #1:
Adopted by committee November 8, 1995 and approved (with deletion) at the 40th Annual Institute of Building Officials on January 12, 1996.
- Situation #2:
Adopted by committee November 20, 1997 and approved at the 42nd Annual Institute of Building Officials on January 16, 1998.




Building Code Interpretation

Inquiry: 98-48a (formally 97-35)

Subject: Sleeping Room Window Sash Replacements

Code: 1994 UBC Sections 310.4 and 3402
(yr., title, section)

Submitted By: MN B.O. Uniformity Committee

Approved By: Thomas R. Joachim
State Building Official 

Issue Date: August 3, 1998 (previously July 18, 1997)

Question: What minimum net clear opening dimensions and sill mounting height are required after replacing the window sashes with either a pocket unit (sashes and new jambs) or new sash and jamb liners?

Answer: As this work is considered maintenance, the remodeled windows need only comply with any code provisions in effect when they were originally installed.

Division Comments: Although sash replacement normally reduces the openable area in some cases up to an inch on all sides, this work is still considered maintenance and does not generally diminish any life safety. The reliability afforded by new sash and jambs should be considered as offsetting any minor reduction in openable area because of new jamb liners.

Adopted by committee September 25, 1996 and ratified at the 41st Annual Institute of Building Officials on January 17, 1997.

Building Permit Applicant: Property Owner

I understand that the State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. By signing this document, I attest to the fact that I am building or improving this house myself. I hereby claim to be exempt from the state licensing requirements because I am not in the business of building on speculation or for resale and that the house for which I am applying for this permit, located at _____, is the first residential structure I have built or improved in the past 24 months. I also acknowledge that because I do not have a state license, I forfeit any mechanic's lien rights to which I may otherwise have been entitled under Minn. Statute 514.01.

Furthermore, I acknowledge that I may be hiring independent contractors to perform certain aspects of the construction or improvements of this house and I understand that some of these contractors may be required to be licensed by the State of Minnesota. I understand that unlicensed residential contracting, remodeling, and/or roofing activity is a misdemeanor under Minnesota law, and that I would forfeit my rights to reimbursement from the Contractor's Recovery Fund in the event that any contractors I hire are unlicensed.

Signature of Property Owner

Date

To determine whether a particular contractor is required to be licensed, or to check on the licensing status of individual contractors, please call the Minnesota Department of Commerce, Enforcement Division, at 612-296-2594 or toll free at 1-800-657-3602.