



City of Oceanside  
Community Development Department  
Building Division  
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# Minimum Submittal Requirements For Retrofit, Replacement and New Window Installations

**Retrofit Window:** A window to be installed within the existing frame. The perimeter frame will remain so that the existing interior and exterior wall finish will not be disturbed or affected.

**Replacement Window:** A window and its frame are being installed after the existing window and frame have been removed, and a portion of wall covering has been removed. Therefore; replacement windows will require flashing and wall covering repairs.

**New Window:** A window is being installed into a new opening with associated framing.

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## **PLOT PLAN:**

1. Show all property lines, existing structures with square footages, setback dimensions, street location(s), and scope of work. Provide a north arrow.
2. Include the property owner's name, address, and phone number. Also, include the name, address, and phone number of the person responsible for the plan. The plan preparer shall sign each sheet they are responsible for.
3. See the "Plot Plan Example".

## **FLOOR PLAN:**

1. Provide a fully dimensioned and drawn to scale floor plan of the dwelling.
2. Show all new, replaced, retrofit, and existing windows. Include the type of window and the size. For example, 4040 XO, or 6'0"X6'8" tempered sliding glass door.
3. Show the use of all rooms.
4. Show smoke detectors in all bedrooms and hallways, per Procedure I-6.
5. Note on plan that all windows are to be dual paned.
6. Note on plan that all windows will have a maximum U-Factor of .67 and a maximum Solar Heating Gain Coefficient (SHGC) of .40.

## **Framing Plan:** (For New and Replacement Windows Only)

1. Provide framing section: show wall framing members sizes and spacing; show insulation and all materials used for interior and exterior wall coverings.
2. Where new header supports existing floor/roof system, show on plans the direction of the joists and /or rafters, the span of the floor/roof supported and the materials used, i.e., roof covering, floor covering etc.
3. Where new opening is cut into existing wall, show how the remaining walls comply with conventional construction provisions (Chapter 23-Division IV-*Conventional Light-Frame Construction* of the California Building Code) or provide an engineering analysis for the lateral load resistance of the wall in question.
4. Show header sizes, wood species and grade.
5. Provide an exterior elevation of walls where new windows have been installed. Show existing and new openings and all materials used on exterior.



The following is the City of Oceanside's policy regarding residential window replacement.

**Building Permits Not Required:**

- A. If only the windowpane is replaced and the existing manufactured window frame remains unchanged.
- B. The proposed window replacement shall not require any modifications to the weather resistive exterior wall envelope protecting the structure or the interior of the structure.
- C. The existing windows to be replaced are not required to be fire resistive.
- D. The proposed work shall not require modifications to the existing rough openings.
- E. Exemption from a building permit shall not exempt substantial compliance with the emergency escape requirements of Section 310.4 of the 2001 California Building Code and provision of smoke detectors per requirements of Section 310.9 of said Code.

**Building Permits Required:**

For all other cases, when there are any changes to the window framing, location, size, header, or changes to the height or width of the window opening, a building permit is required. To obtain a window replacement permit, please submit three sets of plans including the following information to the City of Oceanside's Building Division:

- Detailed floor plan including the use and size of each room and size and location of each existing window and proposed new window. If applicable, show any pool or spa on the site plan.
- Egress – See page two of this handout for detailed information. (2001 CBC 310.4)
- Safety Glazing – See reverse side of this handout for detailed information. (2001 CBC 2406)
- Light and Ventilation – See reverse side of this handout for detailed information. (2001 CBC 1203.2 and 1203.3)
- Dual Glazing with a maximum U-factor of 0.67 and a maximum Solar Heat Gain Coefficient (SHGC) of 0.40. (California Title 24 Energy Standards)
- Installed in accordance with the Manufacturer's installation instructions/requirements (including new flashing).

Smoke detectors to be provided in all sleeping rooms and adjacent hallways, multi-levels, and basements. (2001 CBC 310.9.1.2)

Two inspections are required: a rough frame and final. The rough frame shall be scheduled when the new window is installed and before the exterior covering is added. The final inspection shall be scheduled when all of the work is complete and including installation of all required smoke detectors.

If you have any questions, please call the City of Oceanside Building Division at 760-435-3950.

## **Residential Window Replacement General Notes**

1. Windows replaced in bedrooms shall meet the following egress requirements [2001 CBC 310.4]:
  - Minimum 20" clear width when open
  - Minimum 24" clear height when open
  - Minimum 5.7 square feet of openable area
  - Maximum sill height of 44" from the finished floor
2. Tempered glazing shall be installed in the following locations [2001 CBC 2406]:
  - Within a two-foot arc of either edge of a door and where the bottom exposed edge of the glazing is less than 60 inches above the walking surface.
  - Glazing in a wall enclosing stairway landings or within five feet of the bottom and top of stairways where the bottom edge of the glazing is less than 60 inches above the walking surface.
  - Glazing within a portion of wall enclosing a tub/shower where the bottom exposed edge of glazing is less than 60 inches above the standing surface and drain inlet.
  - Any glazing meeting all of the following conditions:
    - ◆ Exposed area of an individual pane greater than nine square feet
    - ◆ Exposed bottom edge is less than 18 inches above the finished floor
    - ◆ Exposed top edge is greater than 36 inches above the finished floor
    - ◆ Where a walking surface is within 36 inches horizontally of the glazing
3. Each habitable room (excludes kitchens, hallways, bathrooms, and laundry rooms) is required to have natural light (windows or skylights) sized to a minimum of 1/10 of the floor area of the room and ventilation (openable portion of window or skylight) sized to a minimum of 1/20 the floor area. For example, a 100-square foot habitable room is required to have a minimum of 10 square feet of natural light and 5 square feet of ventilation). [2001 CBC 1203]

4. Smoke detectors to be provided in all sleeping rooms and adjacent hallways, multi-levels, and basements. [2001 CBC 310.9.1.2]
5. All new or replaced windows and skylights shall have a maximum U-factor of 0.67 and a maximum Solar Heat Gain Coefficient (SHGC) of 0.40. [California Title 24 Energy Standards]