



City of Oceanside  
Community Development Department  
Building Division  
300 N Coast Hwy  
Oceanside CA 92054  
Ph 760-435-3950  
Fax 760-435-3926

# 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.

---

## **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 6 Wall Construction* of the California Residential 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.