



WINDOWS

Building permit information for one- or two-family dwellings and townhomes.

A permit is required for any replacement windows where the window and window frame are being replaced (this includes "insert" windows). A permit IS NOT required when you are only replacing the glazing in the window.

Permit Fees

- Replacement windows only = \$61.00
- Reside & replacement windows = \$76.00
- Reroof, reside & replacement windows = \$136.00
 - All fees include the \$1.00 Minnesota State Surcharge.
 - **Contractors must add an additional \$5.00 license check fee to each permit.**
 - Applicants must be licensed as a residential contractor, specialty contractor or homeowner.

Inspection Information

- It is the responsibility of the person doing the work to schedule both the framing (as needed) and final inspections.
 - Call 255-7238, 8:00 a.m. to 4:30 p.m. to arrange an inspection at least one business day in advance.
 - Inspection appointments are scheduled on a first-come first-serve basis, and there is no guarantee that you can get an inspection within 24 hours of calling.
 - Inspections are available from 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:30 p.m. Monday through Friday.
 - Permits are considered expired when work has been suspended or abandoned for over 6 months. A building inspection is required at least every 6 months to allow the Building Safety Department to verify that work is progressing. If an inspection is not completed and the 6 month time line has lapsed, the permit will be considered to be expired, closed without the required inspections approved, and a new permit will be required to finish the project.
 - When needed, a one-time extension may be requested in writing.

Required Inspections

1. **Framing inspection.** The framing inspection is required after all framing is in place, window is installed, all flashing installed, and all insulation around the window is installed, but before any framing is covered.
 - This inspection is NOT required for simple replacement windows (same size window as existing and in same location as existing).
2. **Final inspection.** The final inspection is required after the window is installed and all trim/finish work is done.
 - At this inspection the inspector will also check:
 - Smoke & carbon monoxide alarms throughout the house meet the current code.
 - Energy code is met.
 - All U-value stickers are in place on the windows.

Carbon Monoxide Alarms

(R315)

- For replacement windows carbon monoxide alarms are required in the following areas:
 - Outside and not more than 10' from each separate sleeping area or bedroom.
 - Alarms shall be installed on each level containing sleeping areas or bedrooms.

Smoke Alarms

(R314.3 & R314.4)

- For replacement windows smoke alarms are required in the following areas:
 - In each sleeping room.
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 - On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
- For replacement windows, smoke alarms can be battery-operated (they do not need to be interconnected or hardwired).
- All existing smoke alarms must be in working condition.

Safety Glazing/Tempered Glass

(R308.4 & R308.4.5)

- Hazardous locations
 - The locations specified in Section R308.4.1 through R308.4.7 shall be considered specific hazardous locations for the purpose of glazing.
- See attached *Safety Glazing/Tempered Glass* handout for more information.

Egress Windows

(R310.1.5)

- Replacement windows do not need to meet egress requirements if the replacement window meets the following requirements:
 - The replacement window is the manufacturer's largest standard size window that will fit within the existing window frame or existing rough opening. The replacement window shall either be of the same operating style as the existing window or a style that provides for a greater window opening area than the existing window. The replacement window must have the same type of operating hardware permitting the maximum window opening.
 - The rooms or areas are not used for any Minnesota state licensed purpose requiring an egress window.
- If you are creating a new sleeping room, a code-compliant egress window is required. See attached Egress Window handout for more information.

Energy Code Requirements

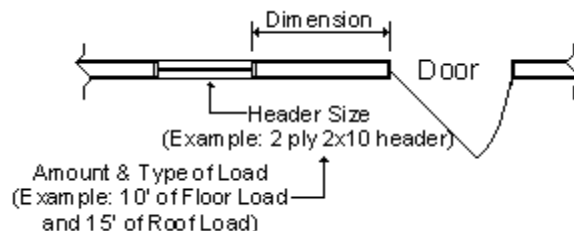
(2012 Minnesota Energy Code)

- The U-value requirement for all replacement windows is a maximum of $U = 0.32$.
 - The factory-installed stickers stating the U-value must be attached to ALL the replacement windows at the final inspection.

Changing Window Size/New Window Opening

- When you are changing the width of an existing window to install a larger window a floor plan is required showing the following:
 - Exterior wall
 - Size of new window
 - Any doors within 2' of the window
 - Size of the new header being installed
 - Amount and type of loads of the header

Example floor plan:

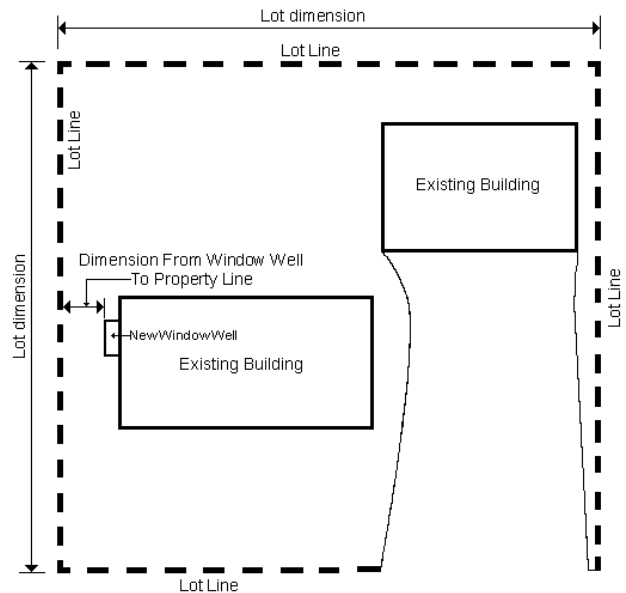


- The drawings along with a permit application and homeowner waiver (if the homeowner is obtaining the permit) must be submitted to the Building Safety Department. These permits ARE NOT issued on the spot, plan review may take up to five business days, please plan accordingly.

New Window Well

- When you are installing a new window well a site plan is required showing the following:
 - Lot dimensions.
 - Placement of house.
 - Dimension from property line to window well.

Example site plan:



- If you are changing the size of the existing window, or adding a new window opening, a floor plan is also required. *See the Changing Window Size/New Window Opening portion of this handout for more information.*
- The drawings along with a permit application and homeowner waiver (if the homeowner is obtaining the permit) must be submitted to the Building Safety Department. These permits ARE NOT issued on the spot, plan review may take up to five business days, please plan accordingly.

Setbacks/Placement on Property

(City of St. Cloud Land Development Code)

- Setbacks from property lines vary depending on the lot, please contact the Planning and Zoning Department at 320-255-7218 for specific setbacks on your property.
- Some properties have drainage/utility easements; structures are not allowed to be built in these easements. Contact the City Engineering Department at 320-255-7249 for information.
- All setbacks are measured to property lines.
 - Property lines are found by locating the property irons (buried in each corner of the lot) typically by using a metal detector. If the property irons cannot be located a surveyor can be hired to locate them. The City of St. Cloud **DOES NOT** survey properties or locate property irons. Sidewalks and fences are not necessarily on the property lines, the only way to find a property line is by locating the property irons.
- Find out where the underground utility lines might be buried before you dig. Anyone digging in Minnesota must call before digging. This is a FREE service. Call Gopher State One at 1-800-252-1166 at least 2-business days before you dig. Office hours are 7 a.m. – 7 p.m., Monday through Friday.

(For the purpose of this handout: ' = foot/feet; " = inch(es))

The information in this handout is just an overview. See the 2015 Minnesota Residential Code for complete information.

SAFETY GLAZING/TEMPERED GLASS

Code information for one- or two-family dwellings or townhomes.

Identification

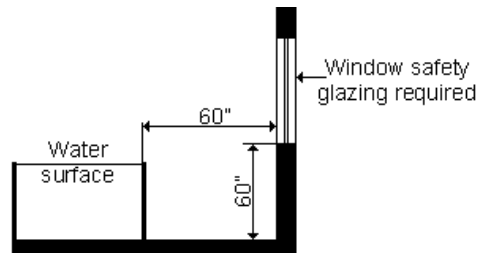
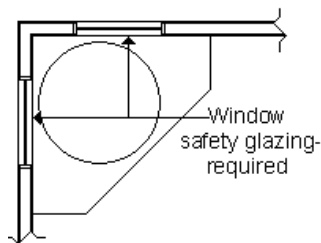
(R308.1)

- Each pane of glazing installed in hazardous locations shall be provided with a manufacturer's designation specifying who applied the designation, designating the type of glass and the safety glazing standard with which it complies. The designation shall be acid etched, sandblasted, ceramic-fired, laser etched, embossed, or be a type which once applied cannot be removed without being destroyed.
 - Exceptions:
 - Tempered spandrel glass is permitted to be identified by the manufacturer with a removable paper designation.
 - Multi-pane assemblies having individual panes not exceeding 1 sq. ft. in exposed area shall have at least one pane in the assembly identified as noted above, all other panes in the assembly shall be labeled "16 CFR 1201".

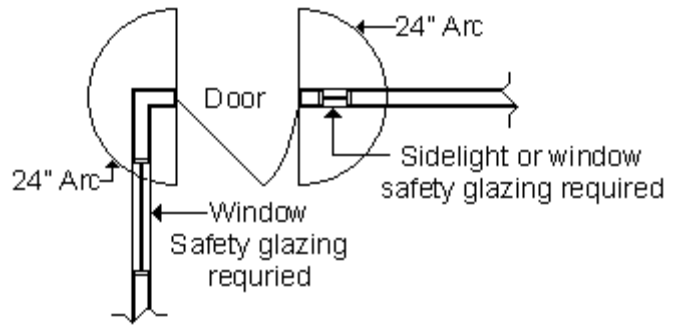
Locations

(R308.4)

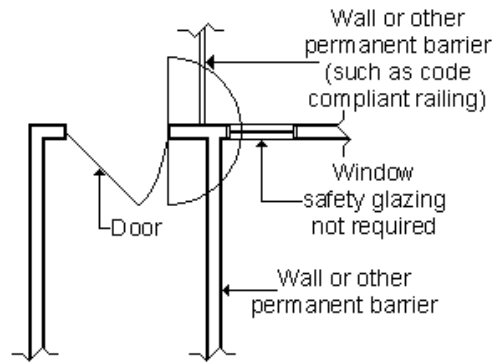
- Glazing in all fixed and operable panels of swinging, sliding and bifold doors.
 - Exceptions:
 - Openings in which a 3" sphere is unable to pass.
 - Decorative glazing. (*Decorative glass is defined as a carved, leaded or Dalle glass or glazing material whose purpose is decorative or artistic, not functional; whose coloring, texture or other design qualities or components cannot be removed without destroying the glazing material; and whose surface, or assembly into which it is incorporated is divided into segments*).
- Glazing in guards and railings, including structural baluster panels and nonstructural in-fill panels, regardless of area or height above a walking surface.
- Glazing in walls, enclosures or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface. This shall apply to single glazing and all panes in multiple glazing.
 - Exception:
 - Glazing that is more than 60 inches, measured horizontally and in a straight line, from the water's edge of a bathtub, hot tub, spa, whirlpool, or swimming pool.



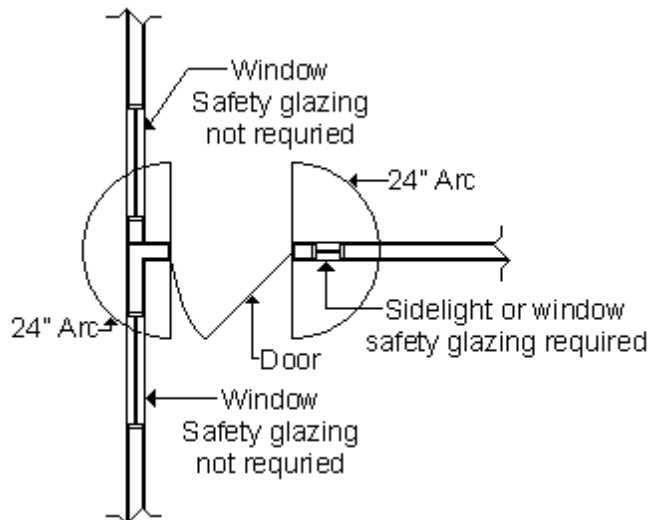
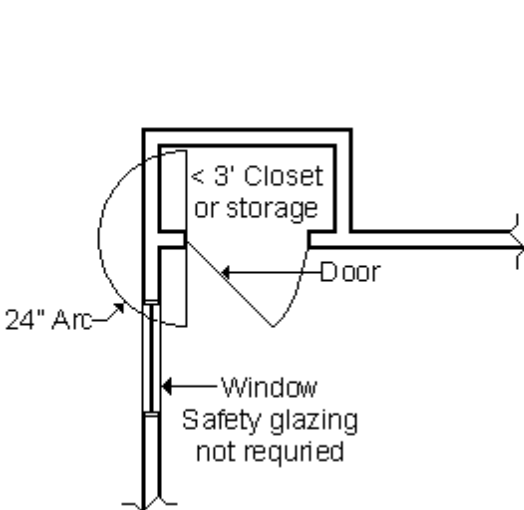
- Glazing in an individual fixed or operable panel adjacent to a door where the nearest vertical edge is within a 24" arc of the door in a closed position and whose bottom edge is less than 60" above the floor or walking surface.



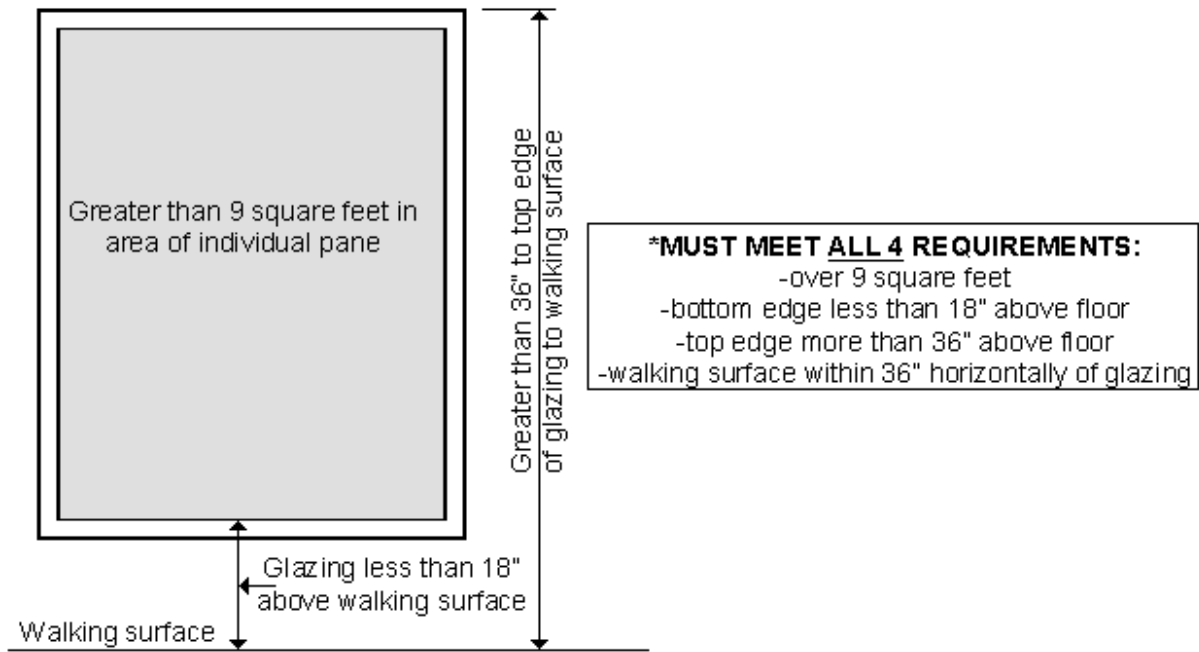
- Exceptions:
 - Decorative glazing.
 - When there is an intervening wall or other permanent barrier between the door and glazing.



- In walls perpendicular to the plane of the door in a closed position, **other than the wall toward which the door swings when opened**, or where access through the door is to a closet or storage area 3' or less in depth.

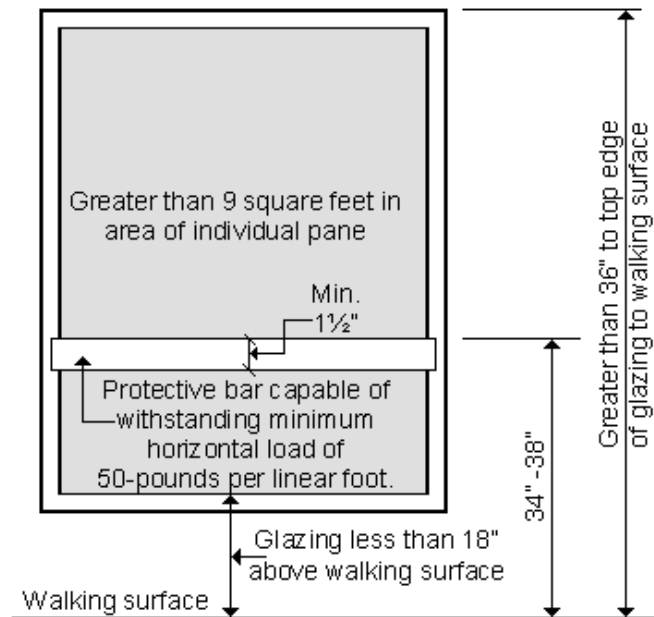


- Glazing in an individual fixed or operable panel where the exposed area of an individual pane is larger than 9 sq. ft.; the bottom edge is less than 18" above the floor; the top edge is more than 36" above the floor; and one or more walking surfaces within 36" horizontally of the glazing*.

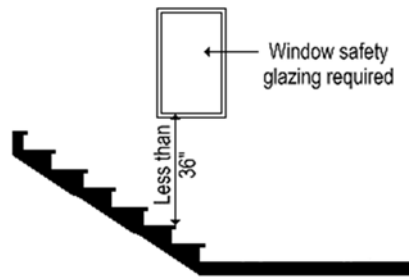


o Exceptions:

- Where a protective bar is installed on the accessible side(s) of the glazing 34"-38" above the walking surface. The bar shall be capable of withstanding a horizontal load of 50 pounds per linear foot without contacting the glass and be a minimum of 1½" in height.
- Decorative glazing.
- Outboard panels in insulation glass units and other multiple glazed panels when the bottom edge of the glass is 25' or more above grade, a roof, walking surfaces, or other horizontal surface adjacent to the glass exterior.

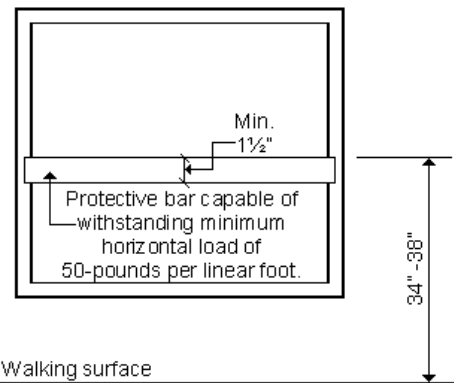


- Glazing where the bottom edge of the glazing is less than 36" above the plane of the adjacent walking surface of stairways, landings between flights of stairs and ramps.

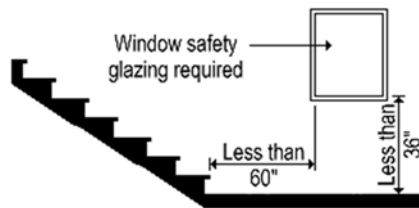


○ Exceptions:

- Where a rail is installed on the accessible side(s) of the glazing 34" - 38" above the walking surface. The rail shall be capable of withstanding a horizontal load of 50 pounds per linear foot without contacting the glass and be a minimum of 1½" in height.
- Glazing 36" or more measured horizontally from the walking surface.

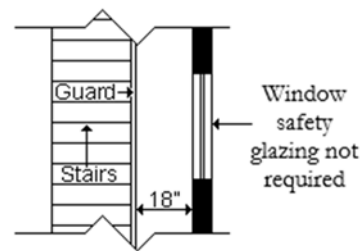
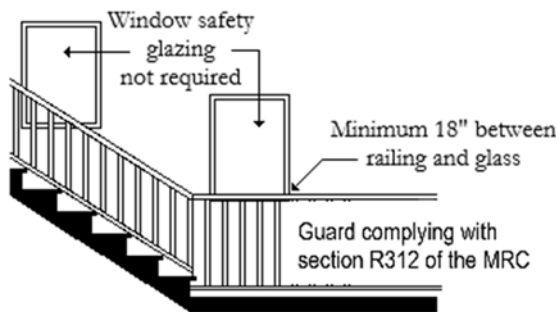


- Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36" above the landing and within 60" horizontally of the bottom tread.



○ Exception:

- The glazing is protected by a guard complying with section R312 of the 2015 Minnesota Residential Code and the plane of the glass is more than 18" from the guard.



The information in this handout is just an overview. See the 2015 Minnesota Residential Code for complete information.

EMERGENCY ESCAPE AND RESCUE OPENINGS (EGRESS WINDOWS)

Code information for one- or two-family dwellings or townhomes.

Locations

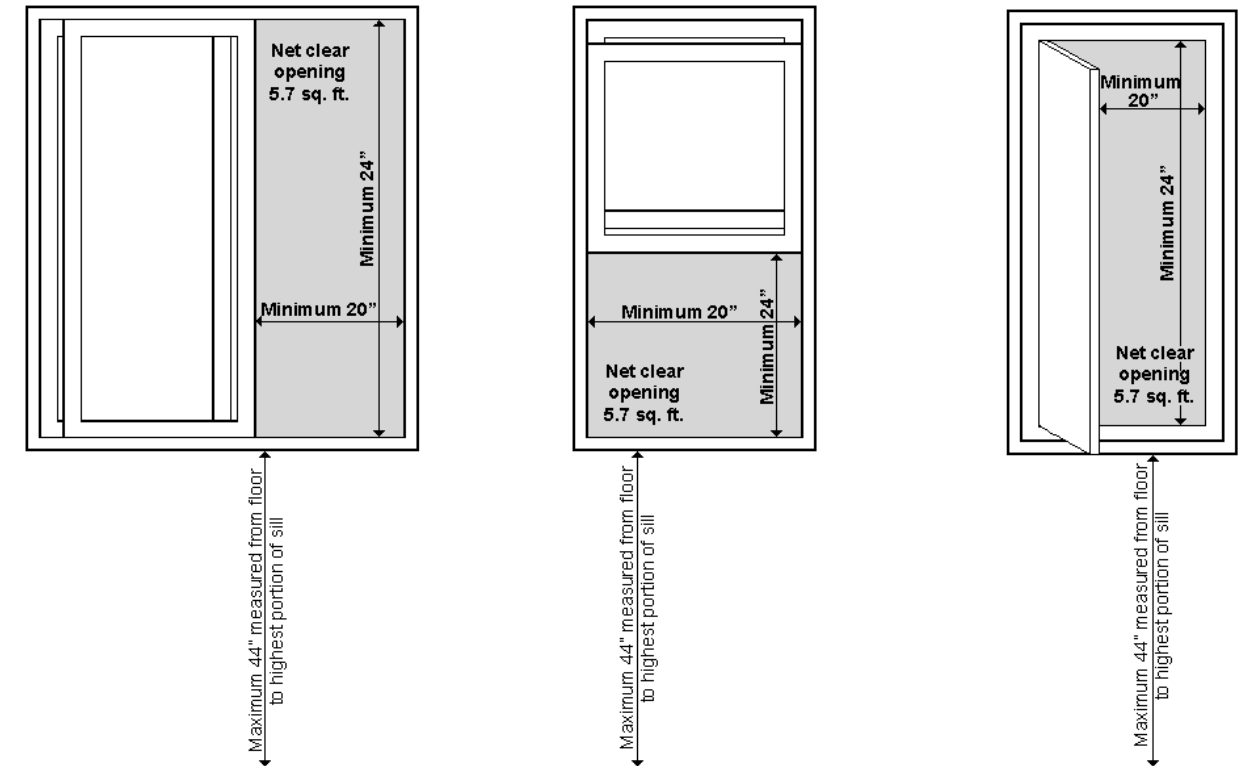
(R310.1)

- Basements and every sleeping room shall have at least one operable emergency and rescue opening (egress window/door) which opens directly from the room into a public street, public alley, yard or court.
 - Where basements contain one or more sleeping rooms an egress window/door shall be required in each sleeping room but shall not be required in adjoining areas of the basement.
 - Basements used only to house mechanical equipment and not exceeding a total floor area of 200 sq. ft. are not required to have an egress window/door.

Minimum Net Clear Opening Area

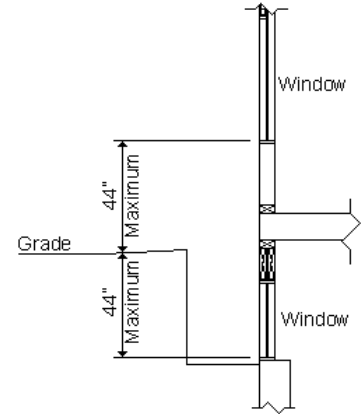
(R310.1.1 – R310.1.3)

- All egress windows shall have a minimum net clear opening of 5.7 sq. ft.
 - Grade floor openings shall have a minimum net clear opening of 5.0 sq. ft.
- Minimum net clear opening height shall be 24".
- Minimum net clear opening width shall be 20".
- Minimum width or height must be larger to meet 5.7 sq. ft. clear opening.
- Maximum 44" height from floor to the bottom of the clear opening.



Grade Floor Openings

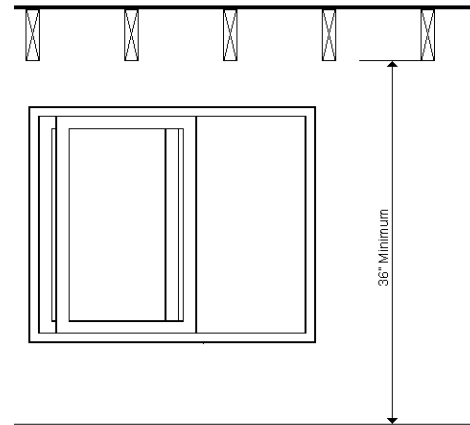
- Grade floor openings are openings with the sill height of the opening is not more than 44" above or below the finished ground level adjacent to the opening.



Egress Windows under Decks and Porches

(R310.5)

- Egress windows located under decks and porches must allow the egress window to be fully open and provide a path not less than 36" in height to a yard or court.



Window Operations

(R310.1.4)

- Egress windows shall be operational from the inside of the room without the use of keys, tools or special knowledge.

Replacement windows

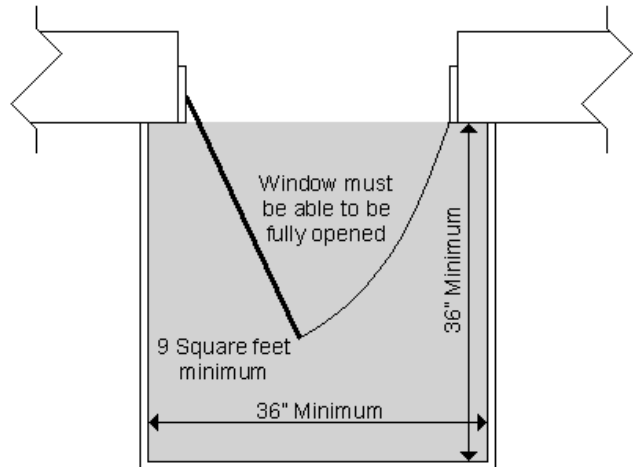
(R310.1.5)

- Replacement windows do not need to meet egress requirements if the replacement window meets the following requirements:
 - The replacement window is the manufacturer's largest standard window that will fit within the existing window frame or existing rough opening. The replacement window shall either be of the same operating style as the existing window or a style that provides for a greater window opening area than the existing window. The replacement window must have the same type of operating hardware permitting the maximum window opening.
 - The rooms or areas are not used for any Minnesota state licensed purpose requiring an egress window.
 - The window is not required to be replaced pursuant to a locally adopted rental housing, or rental licensing code.

Window Wells

(R310.2)

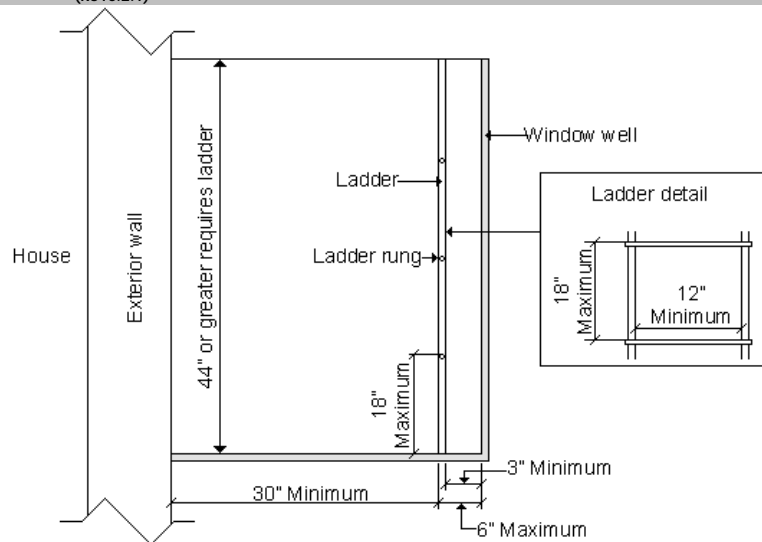
- The minimum horizontal area of the window well shall be 9 sq. ft. with a minimum horizontal projection and width of 36". The area of the window well shall allow the emergency escape and rescue opening to be fully opened.



Ladders and Steps

(R310.2.1)

- Window wells with a vertical depth greater than 44" shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position.
- Ladders or steps are allowed to encroach into the required dimension of the window well a maximum of 6".
- Ladders or rungs shall have an inside width of at least 12", shall project at least 3" from the wall and shall be spaced not more than 18" on center vertically for the full height of the window well.



Bars, Grilles, Covers and Screens

(R310.4)

- Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided that:
 - The device doesn't affect the required net clear opening size.
 - Such devices shall be reasonable or removable from the inside without the use of a key, tool, special knowledge or force greater than that which is required for normal operation of the escape and rescue opening.

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