



# WINDOW PERMITS

## FREQUENTLY ASKED QUESTIONS

### IS A PERMIT REQUIRED TO REPLACE WINDOWS AND DOORS AT MY HOUSE?

Yes

### WHAT CODES DOES COPPELL USE?

*The 2015 Editions of the ICC Codes. Relevant Codes for window replacement include the International Energy Conservation Code, the International Residential Code, the International Building Code, and the International Existing Building Code.*

## PERMITS & FEES

A building permit is required to replace windows and/or exterior doors. For residential window replacements, the Permit Type is BUILDING (RESIDENTIAL) and the Work Class is WINDOWS.

The fee is \$160.

## SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Window permits include, but are not limited to, the following. Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format.

- Description of the work, including the number of windows
- A rough floor plan with the location of the windows marked. Windows should be numbered to correspond to the list of specs. Rooms should be marked on the plan. (It is essential that the City know what types of rooms each window will go in. The City also needs to see if there are multiple windows in a room.)
- A list of specifications for each window, to include:
  - Opening size
  - Energy ratings
  - Operating style (double hung, casement, etc.)



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- The sash height (50/50 split, 60/40, custom dimensions, etc.)
- Whether the window is tempered

## TYPICAL REQUIRED INSPECTIONS

Typical inspections for Window permits include, but are not limited to, the following. Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day. Window inspections may be conducted by Remote Video Inspection. Leave energy rating stickers on the windows until the inspection is complete.

- Final Building

## GENERAL REQUIREMENTS

- Each bedroom must have at least one compliant emergency escape and rescue opening. Unless there is an exterior door, at least one window must meet the following criteria:
  - Clear, open area when window is fully open by normal operation is no less than 5 sq ft for the first floor and 5.7 sq ft for the second floor or above.
  - The clear open height is no less than 24 inches, and the clear width is no less than 20 inches.
  - The window must be operable without keys, tools, or special knowledge.
  - Maximum sill height is 44 inches.
- Tempered glazing is required in hazardous locations defined by Section R308 if the International Residential Code. Each pane must have an etching to identify it as safety glazing. Hazardous locations include but are not limited to the following. Refer to the Code for more details and exceptions. Windows with a sill height greater than 60 inches above the floor or walking surface need not comply.
  - Adjacent to doors
    - Within 24 inches of either side of a door on the same plane as the door in its closed position
    - Within 24 inches of the hinge side of an inswing door perpendicular to that door
  - An individual panel of glazing that meets all of the following conditions:
    - The exposed area is larger than 9 sq ft
    - The bottom edge is less than 18 inches above the floor
    - The top edge is more than 36 inches above the floor
    - A walking surface is within 36 inches measured horizontally from the window (interior or exterior)



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- An approved guard or rail may be installed in lieu of safety glazing
  - Glazing in walls containing, enclosing, or facing bathtubs, showers, saunas, hot tubs, pools, and the like.
  - Glazing adjacent to stairs or landings, where the bottom edge is less than 36 inches above the walking surface (exception: where protected by an approved guard rail)
- The International Existing Building Code contains the following provisions for bedroom replacement windows that *do not* strictly comply to the International Residential Code for light and egress:
  - The rough opening in the wall can remain the same, assuming that the largest window that will fit the opening is installed
  - The window can be of the same operating style (double hung, slider, etc.) or of a style that creates a larger opening
  - Note: The replacement window can be of the same operating *style*. However, the window must be configured to maximize the opening size. For example, if a double hung window is proposed to have a 60/40 sash split that didn't meet code, but a 50/50 split would meet (or be closer to) code, then a 50/50 split is required.
- Energy efficiency requirements per the 2015 International Energy Conservation Code:
  - Maximum U-Factor is 0.35
  - Maximum SHGC is 0.25
- Energy stickers should be left on windows until the inspection has passed

## CODES AND ORDINANCES

The City of Coppell has adopted the 2015 Editions of the International Building, Residential, Energy, Plumbing, Mechanical, Fire, Property Maintenance, and Existing Building Codes. The City has also adopted the 2014 National Electric Code and the 2018 International Swimming Pool and Spa Code. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

[https://library.municode.com/tx/coppell/codes/code\\_of\\_ordinances](https://library.municode.com/tx/coppell/codes/code_of_ordinances)