RESIDENTIAL WINDOW & DOOR REMODEL

SUBMITTAL CHECKLIST

Site Address:

Applicant Name:

A Building Permit is required for all new construction flanged windows, retrofit window installation, and exterior door replacements to ensure the new windows and doors meet specific standards as specified in the 2026 Los Angeles County Building Code (LACBC), 2026 Los Angeles County Residential Code (LACRC), 2025 California Energy Efficiency Standard Code (CEC), and 2025 California Green Building Code (CALGreen).

In some cases, a Zoning Clearance issued by the Planning Department and/or Homeowner's Association (HOA) approval may be required if the scope of work changes the exterior appearance of the home. It is incumbent upon the homeowner or applicant to contact the Planning Department and HOA (if applicable) to determine in advance if approval is required prior to building permit issuance.

This checklist must be completed, signed, and submitted with your application(s) and drawings/plans. Applications submitted without required construction documents will be denied and returned to the applicant.

CONSTRUCTION SCOPE

- ☐ **New Construction Windows & Doors**
- ☐ **Retrofit Windows and/or Doors (no change in size)**
- ☐ **Replacement Windows and/or Doors (no change in size)**
- ☐ **Replacement Windows and/or Doors* (change in size, location, or header)**

APPLICATIONS (all forms in this section are required with your submission)

- ☐ **Building Permit Application – Apply @ ConnectLCF for "Alteration/Repair - Building (RESIDENTIAL)" permit**

DRAWINGS / PLANS (Existing and proposed floor plan and layouts are required with your submission)

- ☐ **Site / Floor Plan with all rooms labeled & all areas included in scope of work highlighted (not drawn to scale)**
  - ☐ **Project information including project Address & Owner Name(s)**
  - ☐ **Building Footprint**
  - ☐ **All rooms shown & Dimensioned**
  - ☐ **Location of all exterior windows & doors to be replaced/altered shown & numbered with Window & Door schedule**
- ☐ **Window & Door Schedule**
  - ☐ **Existing window/door type & size**
  - ☐ **New window/door type & size**
  - ☐ **U-Value**
  - ☐ **SHGC**
  - ☐ **Glazing tempered glass requirement**

Please refer to Example Site plan & Window / Door Schedule on pages 6-7.

Construction plans with structural calculations and all Code requirements specified herein addressed (formal plan review required).

CERTIFICATION

I certify that I have read and acknowledged all of the Code requirements specified in this document. I accept full responsibility for complying with all the requirements, as applicable to my project. I further agree that if I fail to comply with the Code requirements, due to error or omission, I will correct all deficiencies prior to final inspection.

Signature: _____ Date: _____

***This checklist is for non-structural Window/Door renovations ONLY. Structural changes require plan check.**

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ENERGY CODE REQUIREMENTS

Specify new and replacement fenestrations (e.g. windows, skylights and exterior doors with a glazed area of more than 25% of the door area) shall have a **U-factor of 0.30 or less** and a **SHGC of 0.23 or less**. Specify new and replacement doors separating conditioned space from outside or adjacent unconditioned space, except fire-rate garage doors, shall have a U-factor of 0.20 or less. [CEnC 150.1(c)3A, 150.1(c)5, 150.2(b)1B, 150.2(b)1N and Table 150. 1-A]

VERY HIGH FIRE SEVERITY ZONE

All La Cañada Flintridge properties are located within the Very High Fire Severity Zone (VHFSZ) which requires new and/or replacement windows shall have at least one tempered pane. For vinyl frame windows, the corners shall be of a welded construction with a metal reinforcement.

When installed, skylights and sloped glazing must be of tempered glass or other approved & tested materials AND meet the requirements of the Class "A" Assembly. Please note, most plastic skylights and plastic sloped glazing do not meet the fire resistive requirements of the Code. To install plastic skylights, the product must be listed, fire-rated, and tested by a nationally recognized laboratory.

WINDOW INSTALLATION

Approved corrosion-resistive flashings shall be installed in a single fashion in a manner to prevent entry of water into the wall cavity or structural framing components. All flashings shall be installed following the window manufacturer's instructions, ASTM E2112 and AAMA installation guidelines.

For retrofit windows, the existing moisture barrier is not disturbed, allowing the use of sealants and caulking.

DOOR CONVERSIONS

When changing an existing window to a sliding or French door or when adding a new door, the following additional elements and/or requirements will apply:

- Landings are required at exterior doors. There shall be a landing or floor on each size of each exterior door. The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches measured in the direction of travel. Exterior landings shall be permitted to have a maximum slope of ¼ unit vertical and 12 units horizontal (2%).
- Landing elevations at the required egress doors shall not be more than 1 ½ inches lower than the top of the threshold.

  Exception: The exterior landing or floor shall not be more than 7 ¾ inches below the top of the threshold provided the door does not swing over the landing or floor. When exterior landings or floors serving the required egress door are not at grade, they shall be provided with access to grade by means of a ramp in accordance with [CRC 311.8] or a stairway in accordance with [CRC 311.7].
- Exterior lighting is required; a switch and light are required outside each door entrance or exit. A separate Electrical Permit is required.
- Installation of a new door will change the electrical receptacle layout within the room serviced by the door. Compliance of the minimum distances between outlets will apply.
- When moving the electrical wiring to allow a new door as well as adding the required lighting requires an electrical permit and required inspections.

SMOKE DETECTORS / ALARMS

Dwellings are to be equipped with smoke alarms installed in the following locations: [LACRC 314.3]

- In each existing sleeping room
- Outside each separate sleeping area in the immediate vicinity of the bedrooms
- On each story including basements and habitable attics and not including crawl spaces and uninhabitable attics
- In a hallway serving bedrooms as well as a room open to the hallway, where the ceiling height of the room open to the hallway exceeds that of the hallway by 24 inches or more
- Installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by [LACRC R314]

EMERGENCY ESCAPE & RESCUE OPENINGS

Basements, habitable attics and every sleeping room shall have at least one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency escape and rescue shall be required in each sleeping room unless dwelling is equipped with an automatic sprinkler system in accordance with [LACRC P.2904] and basement is provided with two means of egress. The following outlines the minimum dimensions for the egress compliance:

- The bottom of the net **clear** opening shall not be greater than 44 inches measured from the finished floor to the clear openings, **and**
- The minimum net **clear** opening area of 5.7 square feet is provided, **and**
  Exception: Net clear opening space of 5 square feet is allowed for windows at grade level
- The net clear opening height of 24 inches is provided, **and**
- Net clear opening width of 20 inches is provided

Please note that all four of the above elements are required for egress compliance. While some windows may appear to be compliant when considering the overall opening size, window style and fixed window dimensions may render the open element to not comply. Casement windows without egress hinging may decrease the opening size as the window opens. All considerations must be given to egress window sizing.

WINDOW FALL PROTECTION

Where the opening of an operable window is located more than 72 inches (6 FT) above finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor of the room in which the window is located. Operable sections of a window shall not permit openings that allow passage of a 4 inch diameter sphere where such openings are located within 24 inches of the finished floor. [LACRC R312.2.1]

Exceptions:

- Windows whose openings will not allow a four-inch-diameter sphere to pass through the opening when the opening is in its largest position
- Openings that are provided with fall prevention devices that comply with ASTM F 2090
- Windows that are provided with opening control devices that comply with [LACRC R312.2.2].

GLAZING

Glazing installed in windows and doors shall meet the hazardous locations requirements as specified in [LACRC R308.6.2]. Laminated, tempered or other approved safety glazing is required in the following locations:

- Glazing in individual fixed or operable panels adjacent to a door where the nearest vertical edge of the glazing is within a 24 inch arc
- Glazing in an individual or operable panel when all of the following conditions apply:
- The exposed area of an individual pane is larger than 9 square feet, and
    - The bottom edge is less than 18" above the floor, and
    - The top edge is more than 36 inches above the floor, and
    - One or more walking surfaces located within 36 inches measured horizontally and in a straight line of the glazing
- Glazing adjacent to stairs and ramps where the bottom edge of the glazing is less than 36 inches above the plane of the adjacent walking surface of stairs, landings and ramps
- Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within 60 inches horizontally of the bottom tread
- Glazing in walls, enclosures or fences facing hot tubs, spas, whirlpools, sauna steam rooms, bathtubs, showers and indoor/outdoor swimming pools where the bottom edge of the glazing is less than 60 inches measured vertically above the standing or walking surface

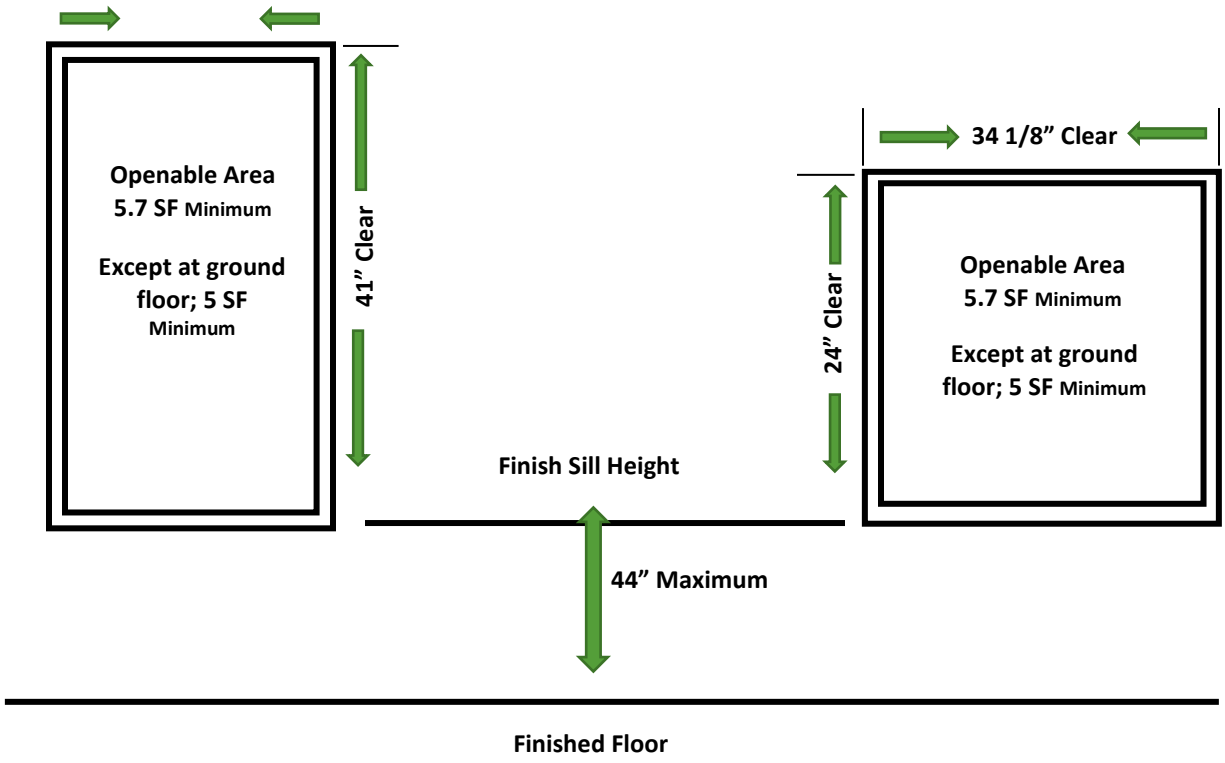
ADDITIONAL REQUIREMENTS

The following details the additional requirements that apply to windows:

- Window wells: The minimum horizontal area of the window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

  Exception: The ladder of steps required by [LACRC 310.2.1] shall be permitted to encroach a maximum of 6 inches into the required dimensions of the window well.
- Ladder and steps: Window wells with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with [LACRC 311.7] and [LACRC 311.8]. Ladders or rungs shall have an inside width of at least 12 inches, shall project at least 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well.
- Bulkhead Enclosures: Bulkhead enclosures shall provide direct access to the basement. The bulkhead enclosure with the door panels in the fully open position shall provide the minimum net clear opening required by [CRC 310.1.1]. Bulkhead enclosures shall also comply with Section [LACRC 311.7.10.2].
- In dwelling units where the opening of the operable window is located more than 72 inches above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor surface of the room in which the window is located. Operable sections of windows shall not allow passage of a 4 inch diameter sphere where such openings are located within 34 inches of the finish floor.

- Bars, grills, covers, & screens: Are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided the minimum net clear opening size complies with [LACRC 310.1.1] to [LACRC 310.1.3], and such devices shall be releasable 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. The release mechanism shall be maintained and operable at all times.
  - All habitable rooms shall have windows with their total areas equaling at least 8% of the room's floor area and with their total opening area equaling at least 4% of the room's floor area.
  - All windows require a permanent California Energy Commission Certifications label.
  - Bay windows and similar assemblies require the manufacturer's listed installation instructions for permit issuance (UL, ICC, or equivalent).



Minimum Width & Height Requirements for 5.7 Square FT. Emergency and Rescue Windows (Inches)														
Width	20.0	20.5	21.5	22.0	22.5	23.0	23.5	24.0	24.5	25.0	25.5	26.0	26.5	27.0
Height	41.1	40.0	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31.0	30.4
Width	27.5	28.0	28.5	29.0	29.5	30.0	30.5	31.0	31.5	32.0	32.5	33.0	33.5	34.0
Height	29.9	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	24.9	24.5	24.1

RESIDENTIAL WINDOW & DOOR REMODEL

SUBMITTAL CHECKLIST

SITE / FLOOR PLAN EXAMPLE – MUST BE SUBMITTED WITH APPLICATION

Example of Floor Plan for Window Replacement

***New construction and replacement windows / doors with change in size, weight, and/or header require a complete set of construction plans with structural calculations**

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WINDOW & DOOR SCHEDULE EXAMPLE - MUST BE SUBMITTED WITH APPLICATION

PROPERTY ADDRESS	APPLICANT NAME	DATE

	ROOM	EXISTING D / W TYPE	EXISTING D / W MATERIAL	NEW D / W TYPE	NEW D / W MATERIAL	NEW U-VALUE D / W NEW SHGC (W)	NEW D / W TEMPERED PANE	EXISTING D / W SIZE	NEW D / W SIZE
1									
2									
3									
4									
5									
6									
7									
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APPLICANT OR PROPERTY OWNER SIGNATURE