



## Planning and Development Services

### Residential Permit Review Checklist: Window Removal and Replacement

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the [Electronic File Standards Tip Sheet](#).

Additional plan submittal, review, and permitting may be required for the following windows projects: that have historical or zoning requirements, projects that include structural modifications, not meeting WSEC prescriptive requirements, where the structure is located within 5 feet of the property line, or if the scope of work exceeds removal and replacement of windows.

Provided	Submittal Requirements
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	How many windows? _____ Land Use Zoning Review / Historic Building Review Verification (when applicable) No structural changes proposed or framing changes. Windows must meet Washington State Energy Code requirement of: <b>0.30 or less U-factor.</b> <b>Egress</b> –Basements and sleeping rooms shall have at least one window which opens a minimum of 5.7 square feet, has a minimum clear opening width of 20 inches and a minimum clear opening height of 24inches, maximum sill height shall not exceed 44 inches. <b>Safety glass</b> – As required per IRC section R308 for hazardous locations. Glazing in doors, glazing within 2 feet of doors, glazing less than 60” above the walking surface and adjacent to wet surfaces or at stair landings or ramps, and an individual pane is larger than 9 square feet with the bottom edge of the glazing is less than 18 inches above the floor with the top edge of the glazing is more than 36 inches above the floor with one or more walking surfaces are within 36 inches, measured horizontally and in a straight line, of the glazing. Verify structure is more than 5 feet from the property line.
Notes	
An epermit (ERWDR) can be issued for replacement of residential windows within the same frame opening – no increase in window openings or framing, on existing residential homes that are not in historic districts or designated as historic buildings. These permits will be automatically issued after completing required permitting steps and receiving payment. Once issued, the applicant can print the permit and schedule an inspection. EPermits cannot be issued in instances where there is an open Code Enforcement case.	

**Note: This checklist does not substitute for codes and regulations.**

**The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.**

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**

To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).

TTY or STS users please dial 711 to connect to Washington Relay Services.