



City of Oak Park Heights  
14168 Oak Park Blvd. N., Oak Park Heights, MN 55082

Phone: (651) 439.4439 Fax: (651) 439.0574

## **WINDOW AND DOOR REPLACEMENT REQUIREMENTS**

If you have any questions after reading the following information, please call the Building Inspection Department at 651-439-4439 to discuss the topics of concern. We will do our very best to answer your questions in a simple, easy to understand manner.

**BUILDING PERMITS:** Building Permits are required for the replacement of windows and doors. Enclosed you will find important Code Changes and State Amendments for such a project.

Building Permit application forms can be obtained from our web site ([www.cityofoakparkheights.com](http://www.cityofoakparkheights.com)) or may be filled out at the time you drop off your plans.

### **RESPONSIBILITIES OF THE PROPERTY OWNER:**

1. To be sure that a Building Permit has been issued for this construction project.
2. Verify that your Contractor is licensed with the State of Minnesota.
3. To make sure all required inspections have been requested, made, and approved by the City's Building Official and smoke detectors installed per code by the contractor.

### **REQUIRED INSPECTIONS:**

1. **Framing:** Needed if the window openings have been altered and is to be made after all framing is complete, but prior to the sheet rocking of the wall, so the framing is visible for an inspection.
3. **Final:** To be made upon completion of the window installation. Please note that Smoke Detectors are required to be installed per code, when alterations, repairs, or addition requiring a permit, or when a sleeping room is added or created.

### **CALL FOR REQUIRED INSPECTIONS 24 HOURS PRIOR TO SCHEDULE APPOINTMENT TIME**

Leave your name, phone number, type of inspection needed, time for the inspection, and the project address.

### **SPECIAL BUILDING CODE REQUIREMENTS THAT YOU SHOULD BE AWARE OF PRIOR TO YOU PURCHASING ANY DOORS OR WINDOWS:**

- 1) Any door leading from the home directly into a garage must be minimum 1 3/8 inch solid wood door, 1 3/8 inch solid or honeycomb steel door with a 20 minute fire-rating. There should be no glass in the door unless it too has the proper fire rating.

- 2) Any glass within 24 inches of either side of a door and the bottom edge is less than 60 inches above the walking must be safety glass.
- 3) All glazing within doors, such as storm doors and sliding doors, must be safety glass.
- 4) Glazing within an individual fixed or operable pane meeting all of these conditions: greater than 9 square feet, the bottom edge within 18 inches of the floor, the top edge more than 36 inches above the floor, and one or more walking surfaces within 36 inches, must have safety glass.
- 5) Any glazing installed in doors or enclosures for hot tubs, whirl pools, saunas, steam rooms, bathtubs and showers where the bottom edge of the glazing is less than 60 inches measured vertically from any standing or walking surface.
- 6) Safety glazing is required adjacent to stairways, landings, and ramps within 36 inches of the walking surface when the glass is less than 60 inches above the walking surface.

**Please call if you have any questions regarding the type of glazing required within the window.**

**THE REPLACEMENT OF BEDROOM EGRESS WINDOWS:**

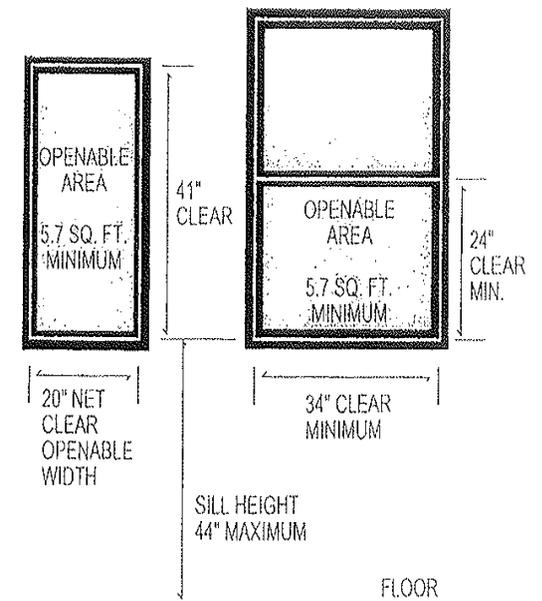
The 2007 Minnesota State Building Code requires the following:

- 1) The replacement window is to be the manufacturer’s largest standard size window that will fit within the existing frame or existing rough opening. The replacement window may be of the same operating style or a style providing a larger window opening than the existing.
- 2) The rooms are not used for any Minnesota State Licensed purpose that requires the presents of an egress window; and
- 3) The window is not required to be replaced pursuant to a locally adopted rental housing or rental licensing code.

**INSTALLATION OF A NEW EGRESS WINDOW MUST COMPLY WITH CODE REQUIREMENTS FOR NEW CONSTRUCTION PER SECTION R310 OF THE INTERNATIONAL RESIDENTIAL CODE.**

All sleeping rooms shall have at least one egress window (see illustration) meeting all these requirements:

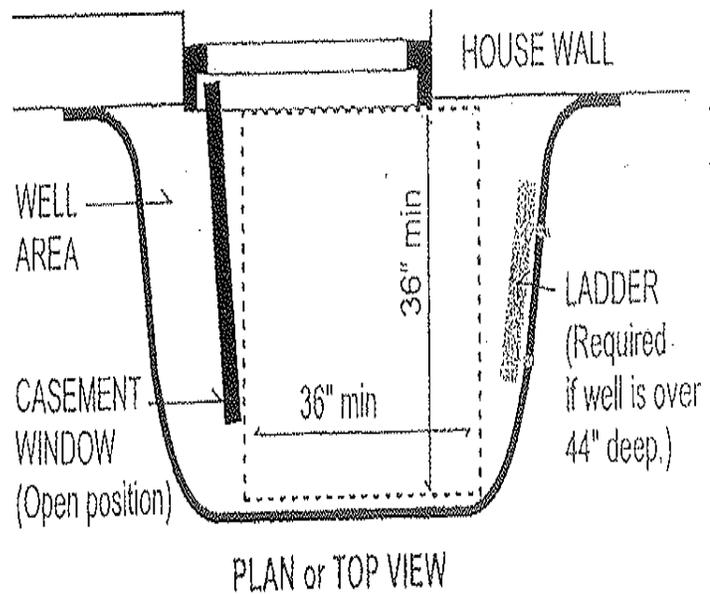
- 1) Sill height not more than 44 inches above the floor.
- 2) Opening area of the window may not be less than 5.7 square feet. (820 square inches)
- 3) Opening height not less than 24 inches.
- 4) Opening width not less the 20 inches.
- 5) Exception is that a grade floor opening shall have a minimum net clear opening of 5.0 square feet. Emergency escape windows shall be operational from the inside of the room without the use of keys or tools.



**REQUIREMENTS FOR EMERGENCY ESCAPE WINDOWS BELOW GRADE PER R310.2 OF THE INTERNATIONAL RESIDENTIAL CODE:**

The clear horizontal dimensions shall allow the window to be fully opened and provide a minimum accessible net clear opening of 9 square feet with minimum dimensions of 36 inches.

Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or stairs that are accessible with the window in the fully open position. The ladder or stairs shall not encroach into the required dimensions of the window well by more than six inches. Ladders or rungs shall have an inside dimension of at least 12 inches. They must project at least 3 inches from the wall and be spaced not more than 18 inches on center vertically for the full height of the window well.



**MINNESOTA STATE AMENDMENT READS:** A minimum height clearance of 48 inches shall be maintained above the exterior grade. (An example would be a deck above the window well.)

**MINIMUM ACCESS WITH WINDOW FULLY OPEN IS 36 INCHES** measured horizontally from the foundation wall to the well and from the window surface to the well. Note: 3 foot by 3 foot wells will **NOT** provide the required access for casement windows.

**NOTE:** Centering a window well with the window may not provide the minimum 36 inches by 36 inches clear opening required by code. Be sure to measure carefully with the window in the open position.

Calculating open area for window in square feet

Height	Width																
	20"	21"	22"	23"	24"	25"	26"	27"	28"	29"	30"	31"	32"	33"	34"	35"	36"
24"	3.3	3.5	3.7	3.8	4.0	4.2	4.3	4.5	4.7	4.8	5.0	5.2	5.3	5.5	5.7	5.8	6.0
26"	3.6	3.8	4.0	4.2	4.3	4.5	4.7	4.9	5.1	5.2	5.4	5.6	5.8	6.0	6.1	6.3	6.5
28"	3.9	4.1	4.3	4.5	4.7	4.9	5.1	5.3	5.4	5.6	5.8	6.0	6.2	6.4	6.6	6.8	7.0
30"	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0	6.3	6.5	6.7	6.9	7.1	7.3	7.5
32"	4.4	4.7	4.9	5.1	5.3	5.6	5.8	6.0	6.2	6.4	6.7	6.9	7.1	7.3	7.6	7.8	8.0
34"	4.7	5.0	5.2	5.4	5.7	5.9	6.1	6.4	6.6	6.8	7.1	7.3	7.6	7.8	8.0	8.3	8.5
36"	5.0	5.3	5.5	5.8	6.0	6.3	6.5	6.8	7.0	7.3	7.5	7.8	8.0	8.3	8.5	8.8	9.0
38"	5.3	5.5	5.8	6.1	6.3	6.6	6.9	7.1	7.4	7.7	7.9	8.2	8.4	8.7	9.0	9.2	9.5
40"	5.6	5.8	6.1	6.4	6.7	6.9	7.2	7.5	7.8	8.1	8.3	8.6	8.9	9.2	9.4	9.7	10.0
42"	5.8	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.2	8.5	8.8	9.0	9.3	9.6	9.9	10.2	10.5
44"	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.3	8.6	8.9	9.2	9.5	9.8	10.1	10.4	10.7	11.0
46"	6.4	6.7	7.0	7.3	7.7	8.0	8.3	8.6	8.9	9.3	9.6	10.0	10.2	10.5	10.9	11.2	11.5
48"	6.7	7.0	7.3	7.7	8.0	8.3	8.7	9.0	9.3	9.7	10.0	10.3	10.7	11.0	11.3	11.7	12.0
50"	6.9	7.3	7.6	8.0	8.3	8.7	9.0	9.4	9.7	10.1	10.4	10.8	11.1	11.5	11.8	12.2	12.5
52"	7.2	7.6	7.9	8.3	8.7	9.0	9.4	9.8	10.1	10.5	10.8	11.2	11.6	11.9	12.3	12.6	13.0
54"	7.5	7.9	8.3	8.6	9.0	9.4	9.8	10.1	10.5	10.9	11.3	11.6	12.0	12.4	12.8	13.1	13.5

**BUILDING DEPARTMENT REQUIREMENTS FOR  
CONTRACTORS WITH  
ROOF, SIDING, OR WINDOW PERMITS**

- Permits must be posted in a location that is **VISIBLE** from the street and **ACCESSIBLE** to the Building Inspector.
- Only one yard sign per contractor and it may not be placed on City easements. The sign may be placed on the residence's property and not less than fifteen (15) feet from back of curb.
- Contractor's sign must be removed upon the completion of the project or they will be removed by the inspector at the time of the final inspection.
- Photos must be provided of all required ice/water shield and house wrap, including window/door flashing. The date and job address must be recorded on each photo or page of photos submitted to the City. All pictures of the sheathing, valley metal, ice & water, house wrap must clearly show enough of the project to verify compliance to the Building Code. All photos must have backgrounds that clearly identify the home, such as, a rear patio, deck, or adjacent property. **If not, you will be required to remove the siding or roofing.**
- **DO NOT CALL TO SCHEDULE FINAL INSPECTION: REQUIRED PICTURES MAY BE E-MAILED, DELIVERED TO, OR MAILED TO OAK PARK HEIGHTS CITY HALL. A FINAL INSPECTION TIME WILL BE SCHEDULED UPON RECEIPT OF THE PHOTOS. WE SHALL NOTIFY YOU OF ANY CORRECTIONS OR YOU MAY CONTACT US FOR INSPECTION RESULTS.**
- *Please note Building Department hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.*



# CITY OF OAK PARK HEIGHTS

14168 Oak Park Blvd. N • Box 2007 • Oak Park Heights, MN 55082 • Phone (651) 439-4439 • Fax (651) 439-0574

## WINDOW & DOOR PERMIT APPLICATION

**Contractor:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax # \_\_\_\_\_  
 State License #: \_\_\_\_\_ City License # \_\_\_\_\_  
 Lead Certification # \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Project Supervisor: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Owner:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### INFORMATION SUBMITTED WITH PERMIT APPLICATION:

Manufacturer & Style of Window or Door \_\_\_\_\_

- 1) Will the opening of a window or door be changed in any way? Yes / No  
If you answered yes, will the opening be enlarged, reduced, or a new opening made?
- 2) Will the existing windows be completely replaced? Yes / No
- 3) Will the existing windows be replaced with inserts? Yes / No
- 4) Will the windows be replaced with the same type of operating window? Yes / No
- 5) What type of window(s) or door(s) is being installed? \_\_\_ casement \_\_\_ fixed  
\_\_\_ awning \_\_\_ double hung \_\_\_ entry door \_\_\_ service door \_\_\_ patio door
- 6) Are you replacing or adding any bedroom windows? Yes / No
- 7) How many windows or doors are being replaced? \_\_\_\_\_
- 8) How many doors are being replaced? \_\_\_\_\_

This permit becomes null and void if work or construction authorized has not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Date: \_\_\_\_\_

**Applicant's Signature**

**Project Address** \_\_\_\_\_ **Valuation** \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Building Permit \$ \_\_\_\_\_ Plan Review \$ \_\_\_\_\_ State Surcharge \$ \_\_\_\_\_  
 Investigation Fee \$ \_\_\_\_\_ Other Fees \$ \_\_\_\_\_  
**TOTAL PERMIT FEE \$ \_\_\_\_\_**