



## **RESIDENTIAL WINDOW SUBMITTAL GUIDELINES**

### **Current Adopted Code: 2021 IRC and 2021 IECC**

Contractor Registration is required by completing a form and emailing to the Permit Technicians to process if not currently registered or to update.

Provide the following documents or plans and include the project address on all documents. All submitted attachments must be in PDF format.

**Apply Online:** Residential Miscellaneous permit. Plans are uploaded in the attachment section. Review time is 5-10 business days.

Submittal requirements:

- Site plan or layout for all new Window or Door locations with address on plans.
- Window/Door Specifications including the U-Factor, Glazed Fenestration SHGC, size of Windows/Door and Tempered Glazing locations.

### **Inspection process after Window Install:**

- Overall photo of each elevation that have windows that were replaced.
- Upload Photos to the Online permit in the Attachments tab and schedule the Residential Final Building Inspection for the Inspector to view photos.