



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004  
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## **Over-the-Counter Window / Sliding Door Replacement Agreement**

The over-the-counter Window/Door permit may only be used for windows and doors that are being replaced with no structural changes; i.e. same-for-same replacement. You must submit the City's Building Permit Application form, as well as this agreement.

- Window/sliding door schedule (Drawings are not required.)
- \$100.00 application and inspection fee (plus \$4.50 state fee)
- I understand that a final inspection is required for this project
- Applicant Commitment

### **Projects that *do not* qualify for an over-the-counter permit**

- A project with a new window or door location.
- A change in a window or door opening's size (either larger or smaller).
- Any change to the structure surrounding the window or door being replaced.

### **Projects that require a building permit *and* include window replacements**

Projects that have both eligible over-the-counter window replacements and other items requiring a regular building permit will be handled as follows:

- The window-only replacement element will be handled as an over-the-counter permit as outlined above (\$100 regardless of value).
- The non-eligible over-the-counter project elements will require a building permit and all associated documentation and fees. Fees for the project will be based on the project's value as defined by the Clyde Hill Municipal Code.
  - Non over-the-counter eligible projects valued at less than \$1,500 will be billed on an hourly basis, not to exceed \$125, for both the plan review and the permit/inspection fee.
  - Non over-the-counter eligible projects valued at more than \$1,500 will be billed according to the City's approved building permit fee schedule.

## **Building Code Information For Over-the-Counter Window Replacement Projects**

Listed below are some of the most commonly identified code provisions that pertain to over-the-counter window replacement projects. This information is not intended to address every code requirement that may arise with your project. If applicable, all construction must comply with current building, electrical, mechanical, plumbing, energy and indoor air quality codes. Since you are responsible for correcting any non-conforming work, it is important that you take the time to read about window-related code requirements. If you need additional assistance, you may request a meeting with the Building Official or Building Inspector but may be charged a fee for this pre-construction service.

### Ventilation & Natural Light Requirements:

Habitable rooms (does not include bathrooms, closets, halls or storage) must be provided with natural light by glazed openings not less than 8% of the floor area, with a minimum openable area of 4% of the floor area. (IRC Sec. R303.1)

### Glazing Requirements:

Each pane of safety glazing installed in hazardous locations shall be provided with a manufacturer's label designating the type and thickness of glass and the safety glazing standard with which it complies. (IRC Sec. R308.1 – 308.4)

### Safety glazing:

Safety glazing must be installed at all hazardous locations as defined in the IRC Sec. 308.4. Some of the more common hazardous locations include:

- Swinging doors, sliding panels, sliding doors and storm doors.
- Glazing in doors and enclosures for hot tubs, whirlpools, saunas, bathtubs and showers. Glazing in any portion of a building enclosing these compartments where the bottom exposed edge of the glazing is less than 60" above any standing or walking surface.
- Glazing in panels adjacent to a door within a 24" arc from the door and where the bottom exposed edge of the glazing is less than 60" above the walking surface.
- Glazing in an individual panel when all of the following applies:
  - Exposed area of the individual pane is greater than 9 ft<sup>2</sup>
  - Bottom edge is less than 18" above the floor
  - Top edge is greater than 36" above the floor
  - One or more walking surfaces within 36" horizontally of the glazing
- Glazing in railings regardless of height or area.
- Glazing in walls or fences enclosing indoor or outdoor swimming pools, hot tubs and spas where the bottom edge is less than 60" above a walking surface and within 60" horizontally of the water's edge.
- Glazing adjacent to stairways, landings and ramps within 36" horizontally of a walking surface when less than 60" to an adjacent walking surface.
- Glazing adjacent to stairways within 60" horizontally to the bottom tread of a stairway when the exposed surface of the glass is less than 60" above the nose of the tread.

**Sleeping Room Requirements:**

All sleeping rooms must have an emergency egress window or door that leads directly to a yard or public way (IRC Sec. R310). Emergency egress windows must provide:

- Minimum net clear openable area of 5.7 sq. ft., height of 24” and width of 20”
- Maximum finished sill height 44” above the floor

**Washington State Energy Code:**

The Washington State Energy Code requires all new and altered structures to be properly insulated and glazed to achieve efficient use and energy conservation. All new glazing must be double-paned glass with a minimum U-value rating based on the design option chosen.

**Applicant Commitment**

I agree to call City Hall for a final inspection when my window or door replacement is complete.

I certify under penalty of perjury and the laws of the State of Washington, that our over-the-counter window replacement project will be constructed according to all applicable building codes. I acknowledge that if the appropriate building codes are not followed and a problem is discovered at the time of the final inspection, I will be required to make any necessary corrections, at my sole cost, and will agree to pay the City for the cost of another final inspection (\$75).

I also acknowledge that no other work will be done as part of the over-the-counter window replacement permit that would otherwise require a regular building permit unless I have applied for a separate permit to complete this work.

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owner’s Agent regarding the property at the address below, for the purpose of filing applications for decisions, permits or review under the City’s applicable Codes, including Building and Land Use Codes, and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

Owner or Agent: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Contact Phone Number