



# City of Albany

## Window Replacements

### Permit Required

The City of Albany requires a Building Permit for all window replacements. This includes replacement of windows exactly as existing, with no changes to the location or size of the openings (also known as “changeouts” or “like for like replacement”). This is to ensure that egress Codes (fire safety access and exiting) are met, to encourage a minimum quality of construction to discourage moisture leakage, and to discourage the installation of poor-quality window products.

### Planning & Zoning Approval Required

Any change to the exterior appearance of windows requires planning approval. Minor changes can typically be approved at staff level. Significant changes to windows, particularly those facing a street or other public right-of-way, can trigger Design Review. This requirement comes from Albany’s Zoning Ordinance (Section 20.100.050(B)2 - Design Review Exemptions). This policy is to ensure that replacement windows maintain the architectural integrity of the building and are consistent with the architectural style of the existing windows. Special attention is given to maintaining the window trim and recess of glazing from the exterior wall of the building, and to maintaining or upgrading the quality of window sash materials.

### Submittals for Planning & Zoning Approval

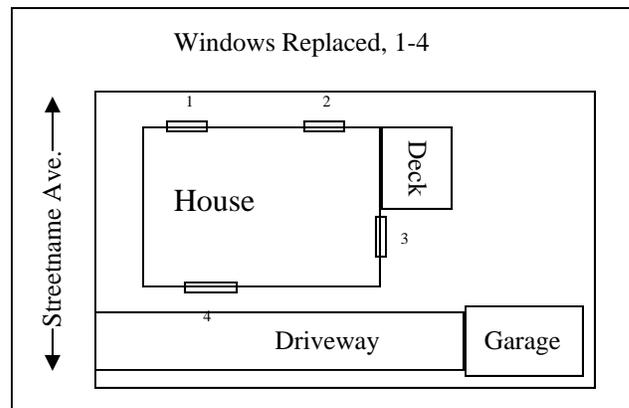
For windows replacements, typical submittal requirements are: 1) A photo of the existing window style; and 2) An illustration showing the appearance of the new window. In cases in which not all windows are being replaced, please submit a site plan showing the location of windows to be replaced. Examples are shown below.



Sample digital exterior photo of window to be replaced



Sample new window exterior photo from manufacturer web page



Sample Site Plan showing window replacement locations

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