



Community Development Department - Planning & Zoning



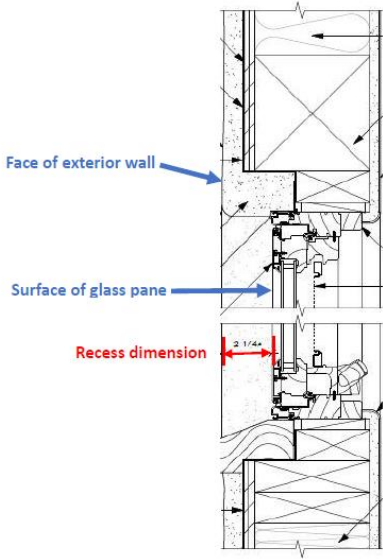
# WINDOW REPLACEMENTS HANDOUT

## 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

Window replacement applications will be reviewed by Planning Staff for architectural compatibility along with window specifications such as window materials, grid style, operating type, trim style, location, and recessed glazing. Simulated divided lights with grids between the panes of glass and windows with attached exterior fins as trim work are disallowed. Vinyl windows are prohibited on all windows that are part of a project that exceed a FAR of 0.45 and on projects that include replacement of all windows; on all other projects, this applies to new windows visible from the street. Window replacement applications may be forwarded to the Planning & Zoning Commission for review at staff’s discretion. A two-inch minimum recess is required for projects that include replacing all windows unless physically impossible due to wall thickness; otherwise, proposed window recess must match that of the existing windows. **Note that new windows and enlarged existing windows that do not meet these requirements will require approval of a Design Review application prior to the building permit.**

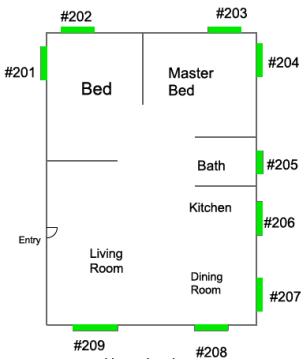
Prohibited		Window Recess Dimension
		
Flush Fin Windows	Dividers between glass panes	

# Application Submittals

Submittal requirements for new or replacement windows are:

- Building Permit Application
- Site Map showing location of windows being replaced or added and distance from property lines.
- Photos of existing windows
- Spec Sheet or Manufacturer's Info with window descriptions indicating window type, size, operating style, exterior cladding material, glazing, energy efficiency "U-factor," etc.
- Window detail showing recess dimensions for existing and proposed windows.
- Egress dimensions for all bedroom windows

## Examples of site map and Spec Sheet/Window Description



203	Master	47"	51"
		47-1/2"	53"

**Window:** Double-Hung, 1:1, Flat Sill Insert, Traditional Checkrail, Exterior White, Interior White **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** White, Window Opening Control Device, Standard Color Extra Lock **Screen:** Fiberglass, Full Screen **Grille Style:** No Grille **Misc:** 2nd Floor Install **Construction:** 2nd Floor Stucco (1) **Material:** None

204	Master Bedroom	35"	53"
		35-1/2"	53"

**Window:** Casement, Single, Left, Base Frame, Exterior White, Interior White **Glass:** All Sash: High Performance SmartSun Glass, No Pattern **Hardware:** White, Window Opening Control Device, Wide Opening Hinge **Screen:** Fiberglass, Full Screen **Grille Style:** No Grille **Misc:** 2nd Floor Install **Construction:** 2nd Floor Stucco (1) **Material:** None