



Building & Safety Division

Residential Window Retrofit/Replacement

Community & Economic Development Department
City of Soledad
248 Main Street, Soledad CA 93960
Ph: (831) 223-5041



Note: Glazing repair only does not require a building permit

Retrofit Window*: A window to be installed within the existing frame. The perimeter frame will remain so that the existing interior and exterior wall finish will not be disturbed or affected.

Replacement Window*: A window and its frame are being installed after the existing window and frame have been removed, and a portion of wall covering has been removed. Therefore, replacement windows will require flashing and wall covering repairs.

New Window**: A window is being installed into a new opening with associated framing. Flashing and wall covering repairs are required.

For building permit, please submit the following:

Plot Plan:

1. Show all property lines, existing structures with square footages, setback dimensions, and street location(s). Show a north arrow.
2. Include the property owner's name, address, and phone number. Also, include the name, address, and phone number of the person responsible for the plan. The plan preparer shall sign each sheet they are responsible for.

Planning approval required for all exterior modifications to historical buildings. Please consult with our Development Services staff to inquire.

Floor Plan:

1. Add a scope of work.
2. Provide a dimensioned and drawn to scale floor plan of the dwelling.
3. Show all new, replaced, retrofit, and existing windows. Include the type of window and the size. For example, 4040 XO, or 6'0"X6'8" tempered sliding glass door.
4. Show the use of all rooms.
5. Show smoke detectors in all bedrooms and hallways.
6. **Note** on plan that all windows are to be dual paned or better.
7. **Note** on plan that all windows will have a maximum U-Factor of 0.27. Other fenestration requirements: Maximum 20% fenestration of floor Area. (Refer to Table 150.1-A, 2025 CA Energy Code)

Note: Glass replaced in an existing sash and frame or sashes replaced in an existing frame are considered repairs, provided that the replacement is at least equivalent to the original in performance and No permit required.

Framing Plan: (For New and Replacement Windows only if changes are made to the opening size)

1. Provide wall framing section – Include wall framing members sizes and spacing; show insulation and all materials used for interior and exterior wall coverings.
2. Where new header supports existing floor/roof system, show on plans the direction of the joists and /or rafters, the span of the floor/roof supported and the materials used, i.e., roof covering, floor covering, header size, wood species and grade, etc.
3. Where new openings are to be cut into existing wall, show how the remaining walls comply with conventional construction provisions (*Chapter 6 Wall Construction* of the California Residential Code) or provide an engineering analysis for the lateral load resistance of the wall in question.
4. Provide an exterior elevation of walls where new windows have been installed. Show existing and new openings and all materials used on exterior.

Note: New Windows utilized as an emergency escape must meet the minimum size, dimension and height requirements of CRC 310.2.1. One Emergency Escape Opening is required in every sleeping room. Refer to 2025 CRC R319.1 for additional requirements

***Emergency Escape and Rescue Openings Requirements (2025 CRC R319.)**

Minimum Size:

- Openings must have a net clear opening of not less than 5.7 sq ft
Exception: Minimum net clear opening for grade floor emergency escape and rescue openings shall be **5** sq ft

Minimum Dimensions:

- Minimum net clear opening **height** dimension shall be 24"
- Minimum net clear **width** dimension shall be 20".

The next clear opening dimension shall be the result of normal operation of the opening.

Maximum height from floor.

- Emergency escape and rescue openings shall have the **bottom of the clear opening** not greater than **44" measured from the floor**.

****Replacement windows** for emergency and escape rescue openings are exempt from the above requirements provided the replacement window meets the following conditions:

1. The replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening. The replacement window is the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.
2. The replacement window is not part of a change in occupancy.