



ALBANY CALIFORNIA



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

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. **Note that simulated divided lights with grids between the panes of glass and windows with attached exterior fins as trimwork are disallowed.** Vinyl retrofit windows are highly discouraged. Window replacement applications may be forwarded to the Planning & Zoning Commission for review at staff’s discretion.

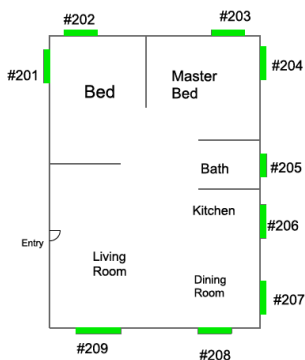
Prohibited	
	
Flush Fin Windows	Dividers between glass panes

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.
- 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