



July 31<sup>th</sup>, 2007

**MEMORANDUM**

**BULLETIN G-09-07**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

Subject: Window and Door Replacement Permit and Inspection Requirements

The purpose of this Bulletin is to clarify the permit and inspection requirements for window and door replacement permits. This type permit can only be obtained on the new permit system.

Permitting requirements:

All permits should be done on line except for low-volume contractors and owner-builders.

Building inspector supervisors will review and approve applications on line and check the following:

- Wind speed
- Exposure category
- Design pressure requirements
- Verify window pressure capacity from product approval information

Permits less than \$5000 shall auto expire. Permits \$5000 and over shall be assigned a final inspection. Permits \$5000 and over in the wind born debris zone shall also be assigned a dry-in inspection unless the protection is previously existing.

Permit fees shall be \$40.00 for jobs less than \$5000, and \$100.00 for jobs \$5000.00 and over.

The documentation required on the job will include:

- Notice of Commencement
- Printed building permit
- Manufacturer's engineered installation instructions
- The inspector must have access to the inside of the structure

The building inspector will check:

- Caulking and water tightness of the installation
- AMMA stickers for design pressures
- Spot check fasteners if possible
- A second inspection for windborne debris protection panels will be required in the wind born debris zone. All panels must be in place for this inspection.

Xc: James Schock  
Lesley Davidson