

## Window Replacement Permit Application

(LIKE FOR LIKE ONLY – SEE PAGE 2 FOR CRITERIA)

<b>Project Address:</b>  <b>Parcel #</b>	<b>Legal Description (or Tax #):</b> Addition: _____ Block: _____ Lot(s): _____	<b>Office Use Only</b> Permit# _____ Associated Permits: _____
<b>SF Residential</b> <input type="checkbox"/> <b>Commercial</b> <input type="checkbox"/> <b>MF Residential</b> <input type="checkbox"/> <b>Bed &amp; Breakfast*</b> <input type="checkbox"/>		

**Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact / Representative:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

State License #: \_\_\_\_\_ Exp: \_\_\_\_\_

**Lender Information:**

Lender information must be provided for projects over \$5,000 in valuation per RCW 19.27.095.

Name: \_\_\_\_\_

Project Valuation: \_\_\_\_\_

A building permit for window replacement is not required if you are replacing existing glass with like glass. (For example, the neighbor's baseball went through your window, and you need to replace the windowpane and there is no change to the window frame or sash)

A building permit for window replacement is required if:

- A different kind of glass is being installed; for example, single pane glass replaced with double pane glass or
- The window frame is being replaced

Is the structure located within 200 feet of a fresh or saltwater shoreline? Y\_\_\_ N\_\_\_

Will work take place on or near the public right-of-way? Y\_\_\_ N\_\_\_

If yes, provide a site plan and pedestrian protection plan along with a minor improvement permit application

Is the structure older than 1950? Y\_\_\_ N\_\_\_

Historic Regulations may apply.

Submit spec sheets for all replacement windows

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Window Replacement Application Submittal Requirements Checklist

- Completed Window Replacement Permit application form (Page 1)
- Application fee: \$319.44
- Spec sheets for all replacement windows
- Simple floor plan showing use of rooms and windows to be replaced

### Criteria for a “quick permit” Window Replacement Permit

1. Is the property a single family residential property?  
yes – continue  
no – commercial permit, based upon project valuation (use commercial building permit application)
2. Is the property subject to historical preservation review?  
yes – not a quick permit – Contact permit tech to determine HPC application.  
no- continue
3. Are new wall openings necessary to install the new windows, or are existing openings being modified, enlarged or made smaller to install the new windows?  
yes – building permit, based upon valuation, plan review required. not a quick permit, take in, route for review (use residential building permit application)  
no – continue
4. Are new windows located in bedrooms?  
yes – one emergency egress window must be provided for each bedroom, provide an information sheet for egress – exception, if current egress requirements cannot be met the replacement egress window should meet or exceed the openable area provided in the egress window being replaced, note, continue  
no – continue
5. Are any windows being installed in a shower enclosure, adjacent to a door, or walking surface?  
yes – provide a safety glazing information sheet, continue  
no – continue
6. Windows shall meet the 2021 Washington State Residential Energy Code. Do all replacement windows have a u value of 0.30 or less?  
yes – process a quick permit  
no – applicant fills out a weighted average u value worksheet, process a quick permit

\* Quick Permits issued electronically within 3 days of submittal of a complete application.

