



CITY OF PALM DESERT

Building & Safety Department

73-510 Fred Waring, Palm Desert, CA (760) 776-6420

WINDOW/SLIDER DOOR CHANGE OUT

- Permits are issued to the legal property owner (owner-builder) or a State of California contractor who is licensed to do the proposed work. The contractor *must* possess a City of Palm Desert business license.
- Building permit application forms may be obtained at the city website www.cityofpalmdesert.org
- Submit two copies of a site plan showing location of window(s) / slider(s) change outs.
- Leave the labels on the windows until the field inspection is completed.
- Site plan must reflect that the applicant will comply with current energy codes. The term “Low-E” does not reflect energy compliance.
- New Solar Tubing: Does not need to meet the U-Factor and SHGC requirements if installing less than 3 sf of new tubular skylights area with dual-pane diffusers.

Windows and Sliders		
Climate Zone	U-Factor	SHGC
15	.32 or lower	.25 or lower
16 sqft or less additional skylight area		
Climate Zone	U-Factor	SHGC
15	.55 or lower	.30 or lower
16.5 sqft or less additional skylight area		
15	.32 or lower	.25 or lower

Safety Glazing for Hazardous Locations - Per 2016 California Residential Code (CRC), Chapter R308, the following shall be considered specific hazardous locations requiring safety glazing materials:

1. Glazing in swinging doors;
2. Glazing in fixed and sliding panels of sliding door assemblies and panels in sliding and bi-fold door assemblies;
3. Glazing in exit and entrance doors and fixed glazed panels;
4. Glazing in sliding doors (both fixed and sliding panels);
5. Glazing in an individual fixed or operable panel adjacent to a door where the nearest exposed edge of the glazing is within a 24-inch (610 mm) arc of either vertical edge of the door in a closed position and where the bottom exposed edge of the glazing is less than 60 inches (1524 mm) above the walking surface.

- If altering the size of a window/door, provide an elevation view with window dimensions and header size.
- Must comply with natural light and ventilation requirements per the 2016 CRC, Chapter R303.1.
- Window replacements in bedrooms would need to be verified that they meet the requirements of 2016 CRC Chapter R310. "Emergency Escape and Rescue Openings". If changing out a window in a bedroom, provide a floor plan showing location of bedroom(s), and dimension showing that meets the egress requirements.

(At bedrooms provide one openable escape window or slider door meeting all of the following: an openable area of not less than 5.7 sq ft [5 sf at grade level], a minimum clear 24 inch height and 20 inch width, and the bottom of the clear opening not greater than 44 inches measured from the floor. Such openings shall open directly into a yard or court that opens to a public right of way. [CRC, R310])

- If residence is located within a Home Owner's Association, must provide approval of the proposed work from the HOA.
- Property owner or licensed contractor must sign permit at the time issuance. Contractor must possess a State of California license and a Palm Desert business license.
- Property owner may authorize someone to sign on their behalf, as owner-builder, by way of a notarized letter, but the permit may not be mailed nor faxed.
- Fee for Windows/Slider Door change-out permit is **ESTIMATED** around \$301.00
- Permit may be issued over the counter if all requirements are met.

*If the property is located within a Mobile Home Park, permits are to be obtained through HCD (Housing and Community Development, 3737 Main St. #400, Riverside, CA 1-800952-8356 www.hcd.ca.gov)

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