

# WINDOW & DOOR REPLACEMENT WORKSHEET

Date: \_\_\_\_\_  
Home owner's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contractor's name: \_\_\_\_\_

## Scope of work:

- Replacement of existing windows or doors with no size changes? **Yes or No**
- Are any windows to be replaced located within a sleeping room? **Yes or No**
- Installation of new windows or doors in walls that did not contain openings previously? **Provide structural details for these installations.** **Yes or No**
- Installation of new windows or doors larger than what existed previously? **Provide structural details for these installations.** **Yes or No**

## U-FACTOR

Indicate the u-factor of the windows to be installed or attach manufacturer's specifications for the replacement windows : \_\_\_\_\_

## AIR LEAKAGE

Describe the method used to seal the gaps between the structures rough window opening and the replacement windows. \_\_\_\_\_

## WINDOWS LOCATED IN HAZARDOUS LOCATIONS

Some windows within the home are considered to be located in hazardous locations.

These windows do require safety glazing and include windows in the following locations.

1. Glass located within doors.
2. Glass located within 24 inches of a doors edge and located 60 inches or less above the floor.
3. Glass located less than 18 inches above the floor and 9 square feet or larger in size.
4. Glass located within enclosures or walls that face a bath tub, shower, or hot tub and are within 60 inches of its edge and located 60 inches or less above the walking surface in this area.
5. Glass located adjacent to a stairway, ramp, or landing located within 36 inches of the stairs edge and 60 inches or less above the stairs walking surface.
6. Glass located adjacent the bottom tread of a stairway within 60 inches in any direction and 60 inches or less above the walking surface in this area.
7. Glass located within a tub or shower area located 60 inches or less above the floor.

The locations noted above do have exceptions. These requirements should be verified prior to ordering windows.

## **WINDOWS WITHIN SLEEPING ROOMS AND HABITABLE BASEMENTS**

It is important that at least one window in each sleeping room and habitable basement be provided with the largest clear opening as possible.

1. Replacement windows installed within sleeping rooms shall be the largest standard replacement window available that will fit within the rough opening. The replacement windows shall not reduce the minimum required width or height of the clear sash opening.
  2. Replacement windows shall be of the same type/design as the ones removed unless a larger and more code compliant window is provided.
  3. Installation of a new window or replacement larger than what existed previously.
    - Clear opening of 5.7 square feet and 5.0 square feet when the window sill is 72 inches or less above the exterior grade.
    - Window shall provide a minimum of 24 inch clear opening height and a minimum 20 inch clear opening width. The total of both is required to equal the 5.7 square foot minimum.
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It is the responsibility of the person/persons signing the review comments and acquiring the permit to provide a copy of the review comments to all parties involved with any aspect of the project including the property owner and all contractors.

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Owner/ Owners Agent - Signature

## **REQUIRED DOCUMENTS – WINDOW AND DOOR REPLACEMENT**

**\*\* All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete WILL NOT be reviewed for compliance and may delay your project.**

- Completed permit application**
- Completed window / door replacement worksheet**
- Contractors Working Documents – These are the documents filled out by the contractor detailing the locations of the windows or doors to be replaced, the type of windows or doors to be installed, and the size of the replacement windows or doors. This document is typically completed during the estimating process.**
- Copy of the manufacturers installation instructions detailing the manner in which the gap between the structures rough opening and the new windows or doors will be sealed.**

**Town of Poughkeepsie  
Single Family Home  
Replacement Window and Door  
Permit Application**

**Received:**

**Permit #** \_\_\_\_\_

Property Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Grid Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Builders Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*1) Attach Contractors workman comp. C105.2 or U26.3 or certificate of exempt and Disability Insurance form DB120.1*

Project Description: \_\_\_\_\_

*The Owner/Applicant agrees to conform to all applicable laws of this jurisdiction, adhere to the plans and specifications affixed hereto and permit Building Department personnel to perform required inspections.*

Applicant's Name: \_\_\_\_\_ (attach letter of agency)

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application fee:	75.00
Estimated Cost = _____ sq. ft. X .25 per sq. feet = _____	
Other fees: _____ = _____	
Receipt # _____	Total Fee _____