



## WINDOW REPLACEMENT PROCEDURES AND PRE-APPROVED WINDOW MATERIAL LIST

Rev. July 2019

### REQUIREMENTS FOR USING A MATERIAL FROM THE “PRE-APPROVED LIST”

**It is important to note that even though products are labeled “pre-approved”, all window change outs require a staff-level approval and building permits. Do not buy or install windows until a permit is obtained.**

One of the following must apply in order to apply for an over-the-counter permit using a “Pre-Approved Material”:

- The proposal is for a whole house window change-out using the same design, size and operation as the existing windows. In other words, every window in the house will be the same material and there will be no visual change to the exterior.
- The proposal will create architecturally consistent façades, including all windows visible from public view. This will be determined on a case-by-case basis by staff. For example, all of the front windows may be changed but any side windows which are visible from the street would need to be changed as well. Windows would also have to be changed out for “like-for-like” design, size and operation.
- The proposal is one of the above options but certain “special” types of windows are to remain. These can include leaded or stained glass, certain fixed windows, etc. or any other “special” window as determined by staff.

### CHANGES TO THE DESIGN, SIZE AND OPERATION

Under the following special circumstances, staff can approve changes to the size, shape or style of a window:

- **Egress issues** - The Building Code requires that bedrooms have certain sized windows or doors to allow for emergency exiting. Homeowners are required to comply with this requirement when windows are replaced (this includes sash replacements). Many existing windows do not comply with this requirement so homeowners may need to work with staff to propose a properly sized but well designed option, even if it means it is a change to the existing look of the home. Questions about egress can usually be answered by a window company representative, contractor or the City’s building inspector.
- **Certain window design changes requested by the homeowner** – Staff can approve certain window design changes to the side and rear of the home that are not visible from the street as long as they are still consistent with the look of the rest of the home. In some cases, changes can be made to the front if staff determines it would improve the look of the home or make a particular window more compatible with the rest of the home and other windows. This is strictly on a case-by-case basis only.

## APPLYING FOR A BUILDING PERMIT

All types of window replacements require a building permit. An applicant should first discuss the proposal with staff to determine if it requires DRC approval or not. The City's Residential Design Guidelines should also be reviewed by the applicant. The following items will be required to apply for a building permit:

- **Site Plan**
  - Submit a site plan of the property (see attached)
  - Shows the structure(s) in relation to the property lines. Show the location of all windows and doors.
  - Number the replacement windows/door to correspond to the window schedule and note any existing windows/doors that are to remain.
  - Identify the location of all bedrooms and note which bedroom window will meet the applicable emergency egress requirements.
  
- **Window Schedule**
  - Submit a completed window schedule (see attached)
  - Ensure the numbers correspond to the site plan.
  
- **Photographs**
  - Provide a photo of the front of the house taken from the sidewalk and close-up views of all windows (or groups of windows) to be replaced. Provide at least one close-up photo of a typical, existing edge detail of the window (bullnosed stucco, recessed wood frame, flush with the stucco, etc.). These photos will be used to ensure the new windows and installation method matches the existing windows and installation method.
  - Number all windows in the photos to correspond with the window schedule and site plan.
  - All photos must be printed out with a minimum size of 4" x 6". Photo or plain paper is acceptable.
  
- **Product Information**
  - If any windows are proposed to change size, shape, or style, provide a specification sheet or sketch of the proposed window.
  
- **Processing Fee**
  - Pay a processing fee in the amount listed on the latest Fee Schedule

## APPEALS

If staff denies a proposal, the decision may be appealed to the DRC by submitting an application and paying an appeal fee in the amount listed on the latest Fee Schedule.

Any decision made by the DRC may be appealed to the Planning Commission and any decision made by the Planning Commission may be appealed to the City Council by submitting an application and paying an appeal fee in the amount listed on the latest Fee Schedule.

## PRE-APPROVED WINDOW MATERIAL LIST

MATERIAL	MANUFACTURER	PRODUCT NAME	FINISH OPTION
Aluminum Clad Wood	Jeld-Wen	Siteline EX, Custom Wood	<b>“Brilliant White” color is not allowed.</b> Factory finished. May not be field painted.
	Kolbe	Ultra Series	Factory finished. May not be field painted.
	Lincoln	Aluminum Clad	Factory finished. May not be field painted.
	Andersen	E-Series	Factory finished. May not be field painted.
	Marvin	Ultimate or Ultimate Replacement or Insert	Factory finished. May not be field painted.
	Pella	Architect or Lifestyle Series with Aluminum EnduraClad Exterior	Factory finished. May not be field painted.
	Sierra Pacific	Aluminum Clad	Factory finished. May not be field painted.
	Southland	Aluminum Clad	Factory finished. May not be field painted.
Fibrex	Renewal by Andersen	Series 1	Factory finished. May be field painted but painting can affect the warranty of the window. Refer to the manufacturer’s warranty for details.
Natural Wood	Various	Wood windows only (inside and out)	Depends on manufacturer. May be factory or field finished.
Steel	Torrance Steel	Steel windows only	May be factory or field finished. See manufacturer for options.

**Note:** Final approval shall be made by the Planning and Building Director. If in doubt, the Director shall refer the matter to the Design Review Committee. These materials are pre-approved for issuance of a building permit. Using a window material that is not on this list is permitted only if approval is first obtained from the Design Review Committee. The above listed materials are not to be construed as the most durable product available on the market. These materials are considered by most in the industry to be of excellent quality and durability, but the visual and aesthetic features of the materials are the primary factors when including the materials on the pre-approved list. **The City strives to provide the most accurate information available; however, please contact the manufacturer to verify information and for further product research prior to purchasing windows.**

## PRE-APPROVED WINDOW MATERIAL LIST (continued)

### NOTES

#### GENERAL:

- **Proposals must be in compliance with the “Window Replacement Procedures” document. The proposed windows must match the shape, size, style and operation as the original windows on the home. The original windows on the home will be used to guide staff-level window replacement approvals.**
- **Proposals which deviate from the original style of windows shall be referred to the DRC. If the existing windows do not appear to be original to the home or if they are inconsistent with the “City of San Marino Residential Design Guidelines”, staff may refer the application to the DRC.**

#### GRIDS (MUNTINS):

- Grids may be simulated or true divided but the width must match the existing windows.
- Grids must protrude from the exterior of the glass. No grids in between panes of glass will be accepted; no flat grids will be accepted. “Plant-on” grids are not allowed.
- Grids shall have a depth of between ½” - 1” and shall match the depth of the sash.
- Exterior and interior grids must be permanently affixed.
- The placement and appearance of grids should mimic the appearance of true divided lites as found on an original wood window.

#### OTHER:

- Windows must appear seamless as viewed from the public right-of-way; cladding or other exterior finishes must lie flat and have inconspicuous seams and joints.
- A color must be selected that is compatible with the existing color scheme of the home. The color must be specified prior to permit issuance.
- Metallic or pearlized finishes are not allowed.
- Sills should be installed to match the size and design of the original window sill.
- Plant-on trim or moulding detail around the window shall be prohibited. All trim or edge detail must match the existing windows.
- Screens may be on the inside or outside.
- Dual paned windows shall have a spacer between the glass.
- Glass may not be tinted beyond what is required for energy efficiency.
- Between-the-glass window shades are not allowed.
- Side and rear doors may be the same material and manufacturer as the approved windows.
- At least one (1) window in every bedroom must meet the minimum emergency egress requirements.
- Windows must meet all applicable energy efficiency requirements. Leave the labels on windows for the building inspection

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### Please read and sign below if you are submitting a window replacement application:

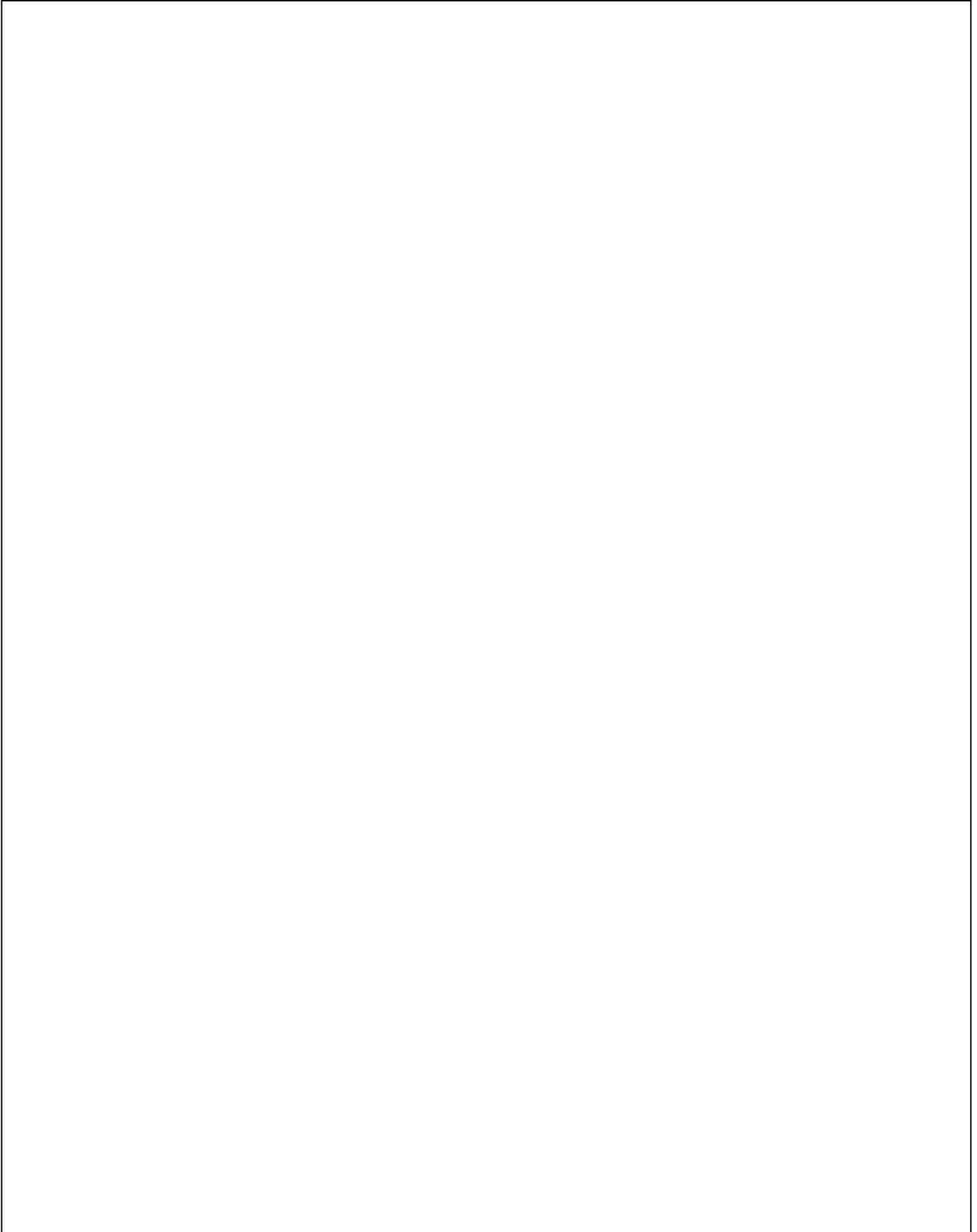
*I have reviewed and applied the criteria set forth in the “Window Replacement Procedures and Pre-Approved Window List Document” to my window replacement project.*

\_\_\_\_\_  
Signature of property owner or window contractor

\_\_\_\_\_  
Date

**SITE PLAN – attach additional sheets if necessary**

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

A large, empty rectangular box with a thin black border, occupying most of the page below the address line. It is intended for the user to draw or attach a site plan.