

Andy Schreder CBO

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## ATHENS TOWNSHIP WINDOW PERMIT APPLICATION

**NOTICE: THIS IS AN APPLICATION ONLY. PERMIT WILL BE ISSUED AFTER APPROVAL AND PAYMENT OF FEES. WORK IS NOT AUTHORIZED TO BEGIN PRIOR TO ISSUANCE. ~ SUBMIT APPLICATION TO: RUM RIVER CONSTRUCTION CONSULTANTS AT EMAIL ADDRESS ABOVE.**

APPLICANT IS THE:      OWNER      CONTRACTOR

SITE ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR STATE LICENSE #: \_\_\_\_\_

LEAD CERTIFIED FIRM #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

**VALUATION (LABOR & MATERIALS): \$ \_\_\_\_\_**

*The undersigned acknowledges that he/she has read this application and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the ruling jurisdiction.*

APPLICANT SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_ **\*I HAVE READ, COMPLETED AND WILL RETURN BOTH SIDES OF THIS APPLICATION**

**\*OFFICE USE ONLY\***

DATE PAID \_\_\_\_\_ PAYMENT INFO \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

ENGINEERING \_\_\_\_\_ DATE \_\_\_\_\_ ENGINEERING FEE: \$ \_\_\_\_\_

PLANNING \_\_\_\_\_ DATE \_\_\_\_\_ ZONING FEE: \$ \_\_\_\_\_

BUILDING \_\_\_\_\_ DATE \_\_\_\_\_ PLAN REVIEW FEE: \$ \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

SURCHARGE FEE: \$ \_\_\_\_\_

**TOTAL FEES: \$ \_\_\_\_\_**

## WINDOW SUPPLEMENTAL SHEET

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SPECIFY OPERATING STYLE OF EXISTING WINDOW:

\_\_\_\_\_

SPECIFY OPERATING STYLE OF REPLACEMENT WINDOW:

\_\_\_\_\_

SPECIFY NUMBER OF WINDOWS BEING REPLACED AND LOCATION OF EACH:

For example: (3) Living Room – First Floor, (1) Bedroom – 2<sup>nd</sup> Floor, (1) Bathroom – 3<sup>rd</sup> Floor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **\*\*NOTE\*\***

**REPLACEMENT WINDOWS USED FOR EGRESS SHALL MEET CURRENT EGRESS REQUIREMENTS OR BE THE SAME OPERATING STYLE OR A STYLE THAT PROVIDES AN EQUAL OR GREATER WINDOW OPENING AREA.**

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# Window Replacement

## Permits and Inspections

Building permits are required when replacing windows with the following exceptions:

1. Installation of combination storm/screen windows.
2. Sash replacements
3. Glass replacements or repairs.

Permits are charged a set fee to cover replacement of existing windows. **A progress or installation inspection at the beginning of every job is preferred.** At a minimum, the manufacturer's installation requirements must be on site for the final inspection with photographs of the installation. If the size of the opening is altered, a more detailed submittal is required including header types and sizes.

## Safety Glazing

Safety or tempered glazing is required in all hazardous locations. The following installations are defined as hazardous according to the Minnesota State Residential Code. For exceptions; see R308.4.

1. All glass within 24 inches of either side of a door and less than 60" from the floor
2. All glazing in railings regardless of area or height above a walking surface. Included are structural baluster panels and nonstructural infill panels.
3. Glazing in walls and fences enclosing indoor and outdoor swimming pools, hot tubs, and spas where the bottom edge of the glazing is less than 60 inches above a walking surface and within 60 inches horizontally of the water's edge.
4. Glazing adjacent to stairways, landings and ramps within 36 inches horizontally of a walking surface when exposed glass is less than 36 inches above walking surface.
5. All glazing within doors.
6. Glass less than 18 inches above a walking surface and greater than 9 sq. feet for any single fixed or operable panel.
7. Glazing adjacent to stairways within 60 inches horizontally of the bottom stair tread when the exposed glass is less than 36 inches vertically from bottom tread nosing.

## Additional Notes

All exterior windows and doors must have corrosion resistant flashing installed over the top of the unit. With permit application specify the operating style and location for all windows to be replaced.

**Smoke alarms** and **Carbon Monoxide alarms** must be installed as part of this permit.