

Alteration / Remodel – Basement Finish Egress Window

Project Address: _____

Applicant is: Property Owner Contractor Architect Engineer Other _____

Applicant _____ E-mail _____

Address _____ Day Phone # _____

Contractor _____ E-mail _____

Address _____ Day Phone # _____

Interior remodel - 1st floor _____ sq ft 2nd Floor _____ sq ft

Basement – remodel/finish _____ sq ft

Note: finish of a basement or portion thereof requires at least one emergency escape and rescue opening (egress window or door directly to the exterior) regardless of whether a sleeping room exists. Each sleeping rooms requires an egress window or door directly to the exterior.

Does a compliant egress window exist in your basement? Yes No

Install Egress Window Valuation _____ (value of work – including materials & labor)

Describe work: _____

Interior Remodel (other than basement) approximate valuation: \$ _____
(value of work – including materials & labor)

Attachments: Floor Plan

Plumbing Contractor: _____

Electrical Contractor: _____

Mechanical Contractor: _____

(for office use only):

Legal Description: _____ Zoning: _____

Notice: Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning. This permit expires 12 months from the date of issuance. The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building and fire codes; as set forth under Chapters 175 and 180 of the Municipal Code of the City and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the Architectural Review Board and City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant _____ Date _____

Printed Name: _____

ALLOW A MINIMUM OF 5 FULL WORKING DAYS FOR PERMIT APPLICATION REVIEW

Date received _____	Permit Fee \$ _____	Office Use Only
Approval Notification Date _____	Valuation \$ _____	

Floor Plan Drawing:

Address: _____

Sketch diagram indicating:

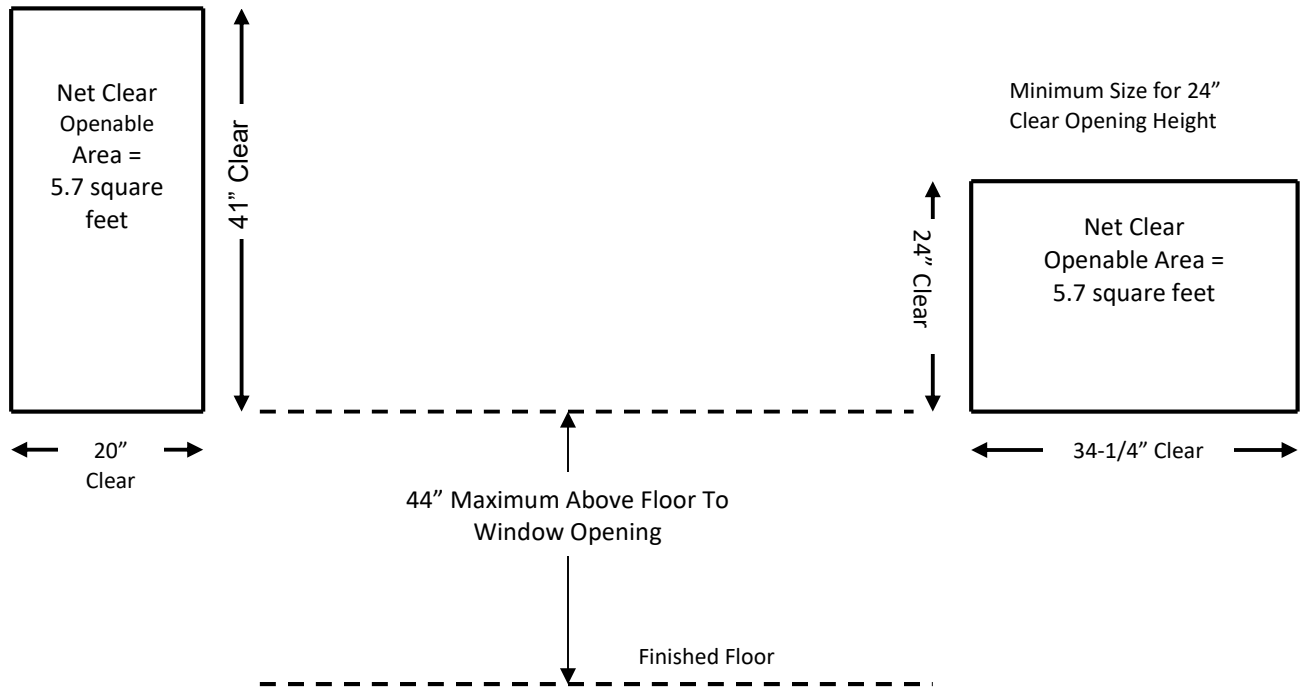
- ✓ Show rooms and label uses – existing and proposed
- ✓ Provide dimensions of rooms and spaces
 - Width
 - Length
 - Height
- ✓ Location of smoke detectors – existing and proposed
- ✓ Location of carbon monoxide detector
- ✓ Location of mechanical room and how accessed



Egress Windows and Wells

Residential Guidelines for Emergency Escape and Rescue Windows Required in Every Basement and in Every Sleeping Room and Window Wells As Required

Minimum Size for 20"
Clear Opening Width



Minimum Net Clear Opening Width/Height Requirements for Emergency Escape & Rescue Openings (inches)

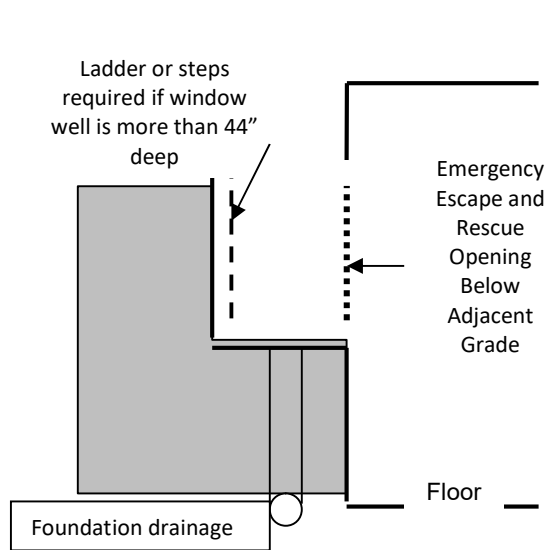
Width	20	20.5	21	21.5	22	22.5	23	23.5	24	24.5	25	25.5	26	26.5	27
Height	41	40	39.1	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31	30.4

Width	27.5	28	28.5	29	29.5	30	30.5	31	31.5	32	32.5	33	33.5	34	34.2
Height	29.8	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	24.9	24.5	24.1	24

Basements and every sleeping room shall have at least one operable window or door approved for emergency escape and rescue that shall open directly to the outside.

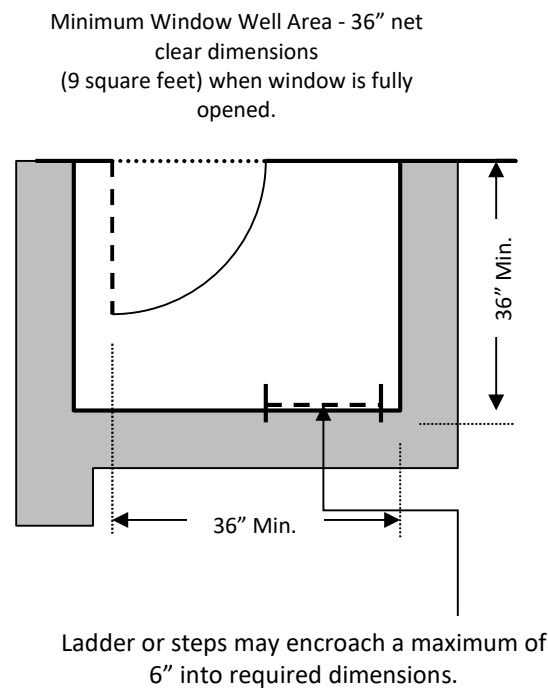
- Emergency and escape rescue windows shall have a minimum net clear openable area of 5.7 square feet. *Grade Level and Basement Level windows with a sill height of not more than 44" above or below the finished ground level adjacent to the opening are allowed to have a minimum net clear openable area of 5.0 square feet.
- The net clear opening dimensions shall be obtained by the normal operation of the emergency and escape rescue opening from the inside. In order to obtain the prescribed opening dimensions, removal of sashes or other non-typical functions are not allowed.
- In addition to the above requirement, the net clear opening width shall be 20 inches and the net clear opening height shall be 24 inches. (Note: using both the minimum width and height dimensions will not provide the minimum required area).
- Single family dwelling window openings more 72 inches above grade outside and less than 24 inches above the floor inside shall be provided with limiters to prevent opening not more than 4 inches.

- Multi family dwelling window openings more 72 inches above grade outside and less than 36 inches above the floor inside shall be provided with limiters to prevent opening not more than 4 inches.
- The sill height (bottom of the window opening when in the open position) shall not be more than 44 inches above the floor.
- Where basements contain one or more sleeping rooms, emergency egress and rescue openings are required in each sleeping room, but are not required in adjoining areas of the basement. Where a window is provided as a means of escape and rescue opening from a basement it shall have a sill height of not more than 44 inches above the floor or landing. Where a landing is provided to meet the maximum sill height of 44 inches above the floor, the landing shall be not less than 36 inches wide, not less than 12 inches out from the exterior wall and not more than 24 inches in height. The landing shall be permanently affixed to the floor below or the wall under the openable area of the window it serves.
- Emergency escape and rescue windows are allowed to be installed under decks, porches and other overhead obstructions provided this allows the emergency escape window to be fully opened and provides a path not less than 36 inches in height to the yard.



Window wells shall be designed for proper drainage by connecting to the building's foundation drainage system.

Section View of Window Well



Plan View of Window Well

Window wells required for emergency escape and rescue shall have horizontal dimensions that allow the window to be fully opened. The horizontal dimensions of the window well shall provide a minimum net clear area of 9 square feet with a minimum horizontal projection of 36 inches.

Window wells with a vertical depth below the adjoining ground exceeding 44 inches shall be equipped with a permanently affixed ladder or steps. (a ladder or steps shall be permitted to encroach a maximum of 6 inches into the required dimensions of the window well) Ladder rungs shall have a minimum net width of 12 inches, shall project at least 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well. The bottom rung shall be no more than 18" above the bottom of the window well.

INSPECTIONS REQUIRED

- Rough-in at the time the opening is cut in the exterior wall to confirm location, height, size and window well size, height and drainage as required.
- Final inspection to confirm compliant installation prior to use. **Certificate of Occupancy** is required.