



WINDOW PERMITS

FREQUENTLY ASKED QUESTIONS

IS A PERMIT REQUIRED TO REPLACE WINDOWS AND DOORS AT MY HOUSE?

PERMITS & FEES

A building permit is required to replace windows and/or exterior doors. For residential window replacements, the Permit Type is BUILDING (RESIDENTIAL) and the Work Class is WINDOWS.

The fee is \$160.

SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format.

Typical submittal requirements for Window permits include, but are not limited to, the following:

- Description of the work, including the number of windows
- A rough floor plan with the location of the windows marked. Windows should be numbered to correspond to the list of specs. Rooms should be marked on the plan.

(It is essential that the City know what types of rooms each window will go in. The City also needs to see if there are multiple windows in a room.)

- A list of specifications for each window, to include:
 - Opening size
 - Energy ratings
 - Operating style (double hung, casement, etc.)
 - The sash height (50/50 split, 60/40, custom dimensions, etc.)
 - Whether the window is tempered

TYPICAL REQUIRED INSPECTIONS

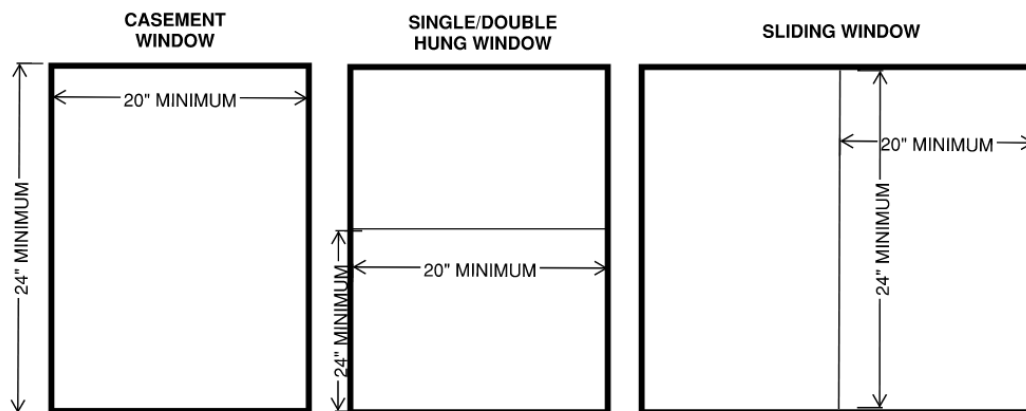
Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day. Leave energy rating stickers on the windows until the inspection is complete.

- Final Building

GENERAL REQUIREMENTS

Typical inspections for Window permits include, but are not limited to, the following:

- Each bedroom must have at least one compliant emergency escape and rescue opening. Unless there is an exterior door, at least one window must meet the following criteria:
 - Clear, open area when window is fully open by normal operation is no less than 5 sq. ft. for the first floor and 5.7 sq. ft. for the second floor or above.
 - The clear open height is no less than 24 inches, and the clear width is no less than 20 inches.
 - The window must be operable without keys, tools, or special knowledge.
 - Maximum sill height is 44 inches.



Per section R310 of the 2015 IRC, one window per bedroom (any occupiable room with a closet, regardless of designation SUCH as a "study," "gym," etc.) must meet egress requirements: a minimum opening of 5 square feet for rooms on grade level, and 5.7 square feet for rooms above grade level (please include the square footage provided by the window in an open position in the plans).

The minimum width for the open area of the window is 20" and minimum net height is 24". If framing will not allow for an egress window, it must be identified on the plans with the size of the rough opening and that the window proposed is a 50% opening window. If a window that will meet egress can fit in the existing framing, then the compliant window must be installed regardless of aesthetics or preferences.



WINDOW PERMITS

- Tempered glazing is required in hazardous locations defined by Section R319 of the International Residential Code. Each pane must have an etching to identify it as safety glazing. Hazardous locations include but are not limited to the following. Refer to the Code for more details and exceptions. Windows with a sill height greater than 60 inches above the floor or walking surface need not comply.
 - Adjacent to doors
 - Within 24 inches of either side of a door on the same plane as the door in its closed position
 - Within 24 inches of the hinge side of an inswing door perpendicular to that door
 - An individual panel of glazing that meets all of the following conditions:
 - The exposed area is larger than 9 sq ft
 - The bottom edge is less than 18 inches above the floor
 - The top edge is more than 36 inches above the floor
 - A walking surface is within 36 inches measured horizontally from the window (interior or exterior)
 - An approved guard or rail may be installed in lieu of safety glazing
 - Glazing in walls containing, enclosing, or facing bathtubs, showers, saunas, hot tubs, pools, and the like.
 - Glazing adjacent to stairs or landings, where the bottom edge is less than 36 inches above the walking surface (exception: where protected by an approved guard rail)
- Energy efficiency requirements per the 2024 International Energy Conservation Code:
 - Maximum U-Factor is 0.30
 - Maximum SHGC is 0.25
- Energy stickers should be left on windows until the inspection has passed

CODES AND ORDINANCES

Please see our website for the currently adopted editions of the building codes. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell's Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

https://library.municode.com/tx/coppell/codes/code_of_ordinances

City of Coppell Fenestration (Window/Door) Permit Information
1st Fl. Plan – Permit #: _____ **Address:** _____

A large, empty rectangular box with a thin black border, intended for the 1st floor plan. It occupies the majority of the page below the header information.

City of Coppell Fenestration (Window/Door) Permit Information
2nd Fl. Plan – Permit #: _____ **Address:** _____

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City of Coppell Fenestration (Window/Door) Permit Information

Floor	Room	Unit #	Style (SH, DH, Etc.)	Emergency Egress and Rescue Opening (Bedrooms) Clear Opening (Minimum 5.0 sq. ft 1 st floor or 5.7 sq. ft. >1 st floor)			Tempered	U-Factor	SHGC
				H (in.)	W (in.)	AREA (Sq. Ft.)			
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Floor	Room	Unit #	Style (SH, DH, Etc.)	Emergency Egress and Rescue Opening (Bedrooms) Clear Opening (Minimum 5.0 sq. ft 1 st floor or 5.7 sq. ft. >1 st floor)			Tempered	U-Factor	SHGC
				H (in.)	W (in.)	AREA (Sq. Ft.)			
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Floor	Room	Unit #	Style (SH, DH, Etc.)	Emergency Egress and Rescue Opening (Bedrooms) Clear Opening (Minimum 5.0 sq. ft 1 st floor or 5.7 sq. ft. >1 st floor)			Tempered	U-Factor	SHGC
				H (in.)	W (in.)	AREA (Sq. Ft.)			
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