



## DEFINITION

The City of Millbrae requires a building permit for all new window installations and replacements. This includes window replacements with no changes to the location or sizes. This is to ensure that the egress Codes (fire safety access and exiting) are met, to encourage the high quality of window installation, and to ensure the compatibility between the proposed windows and the architecture of the structure.

## PLANNING APPROVAL REQUIRED

**Any change to the exterior appearance of windows requires approval from the Planning Division. Work may not begin until after the permit has been issued.** External wall areas facing the public right-of-way or streets will undergo increased scrutiny in terms of window location, design, materials, and color. Significant changes to windows particularly those facing a street or other public right-of-way, may require a Design Review permit (Millbrae Municipal Code Section 10.05.2500). This is done to ensure that window installation and replacements are in character with the architectural integrity of the building. Special attention is given to maintaining high-quality standards for windows.

## SUBMITTAL REQUIREMENTS

When submitting a request for a building permit, required materials include:

1. A letter describing the scope of work.
  - a. Details on exterior trim, material, and type of windows shall be included.
2. A simple site plan outlining all buildings on-site.
3. The site plan should include numbered areas where proposed windows are to be installed.
4. A photo of the existing window(s).
5. A window schedule detailing manufacture specifications.
6. Window section/detail.



Figure 1. Example of window to be replaced



Figure 2. Example of a proposed window

**SAMPLE PLAN**

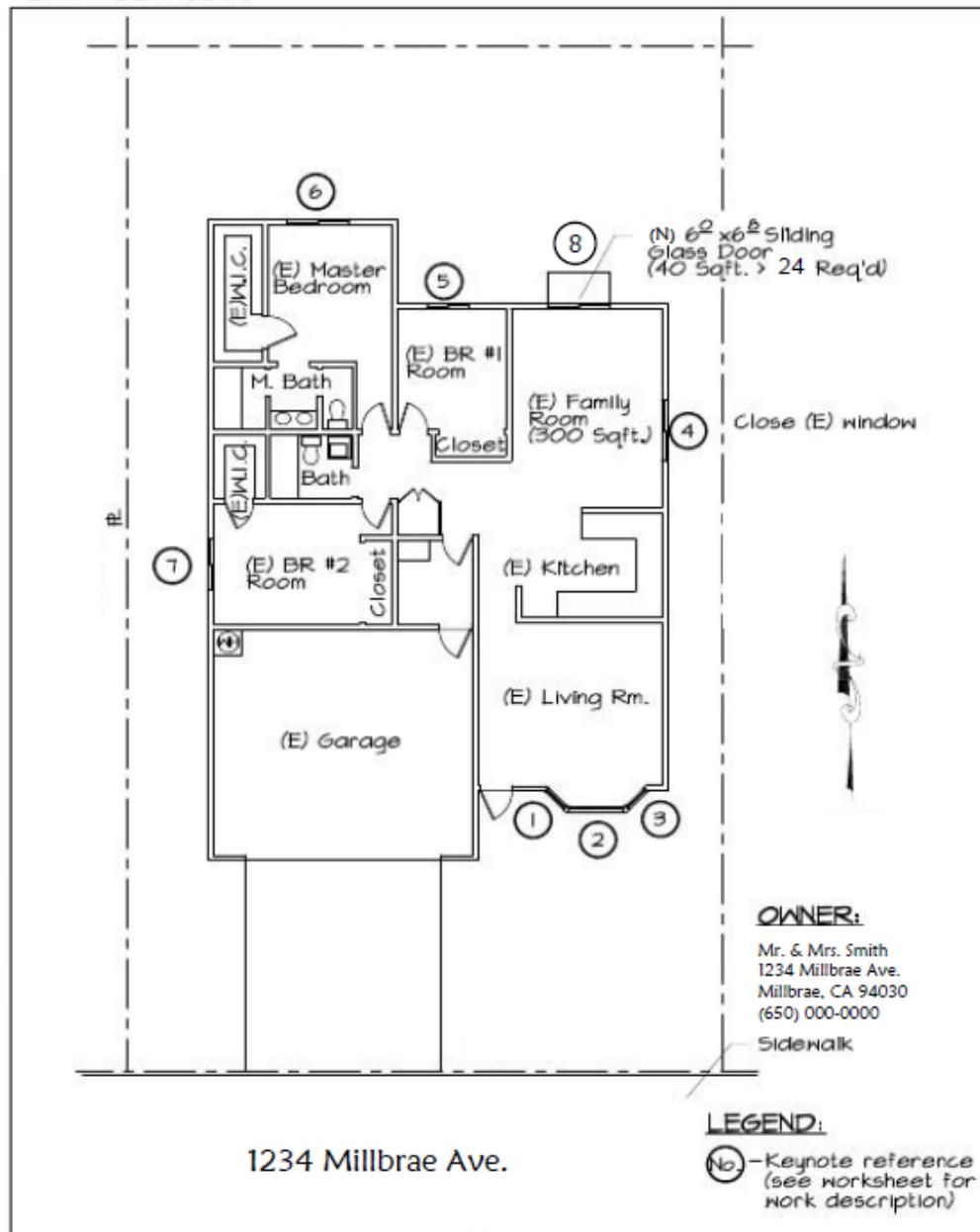
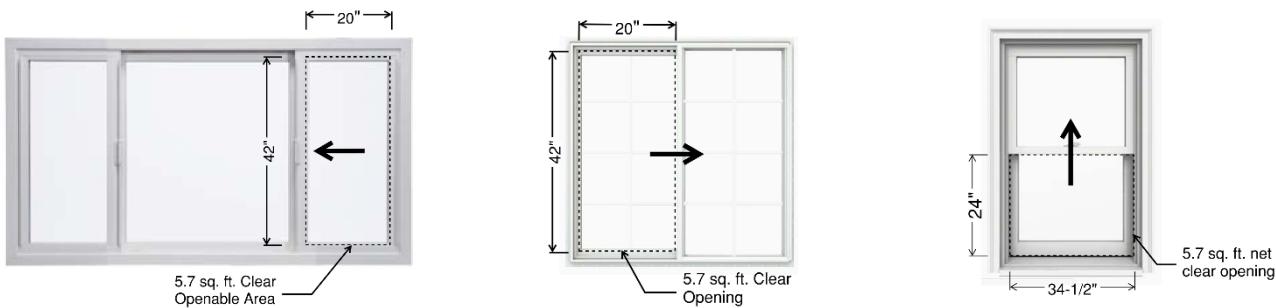


Figure 3. Example Sample Plan



## CALIFORNIA RESIDENTIAL CODE REQUIREMENTS

Emergency Escape and Rescue Opening are required for basements, habitable attics, and every sleeping room shall have not less than one operable emergency escape and rescue opening.



Safety glass required

