Submittal Requirements

Prepare the submittal documents listed below and apply either online in our Online Permit Portal or in person at the Permit Center in City Hall. If you are applying in person, please bring (2) printed full-scale copies of your submittals.

☐ Application or Apply online: Complete a San Leandro Building Permit Application only if you are applying in person. Otherwise, visit www.SanLeandro.org/PermitPortal to apply online.

☐ Drawings containing the following information:
  • Project Information:
    o Property address and Owner contact information.
    o Scope of Work, including how many windows / doors are being replaced.
  • Single-line Floor Plan: label all rooms and label which windows / doors are to be replaced. Window / door labels must coordinate with the fixture schedule
  • Fixture schedule: Identify the windows / doors to be replaced and include their coordinating label, size, type, U-factor, etc. (ex. Window A: 36”x 48” Double Hung, Double-glazed vinyl retrofit in Dining Room)
  • Construction Details for any windows or doors that need to be reframed because of a change in size or location.

General Requirements

based on the 2022 California Residential Code (CRC) and 2022 California Energy Code (CEnC)

Emergency Escape and Rescue: CRC R310

• Sleeping rooms in every dwelling shall have at least one operable window or door approved for emergency escape or rescue that shall open directly into a public street, yard, or exit court. The emergency door or window shall be operable from the inside to provide a full, net clear opening without the use of separate tools.
• Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet (5.0 square feet is allowed for openings located on first floor).
• The minimum net clear openable height dimension shall be 24 inches.
• The minimum net clear openable width dimension shall be 20 inches
• Sill height not more than 44 inches above the floor.

Hazardous Locations: CRC R308.4 Below is a partial list of the most common locations requiring safety glazing.

• Glazing in all fixed and operable panels of swinging, sliding and bi-fold doors.
• Glazing in an individual fixed or operable panel adjacent to a door where the nearest vertical edge is within a 24-inch arc of the door in a closed position.
• Glazing in walls or enclosures facing hot tubs, saunas, stream rooms, bathtubs and showers where the bottom exposed edge of glazing is less than 60 inches measured vertically above any standing or walking surface.
• Glazing where the bottom exposed edge is less than 36 inches above the plane of the adjacent walking surface of stairways, landings between flights of stairs and ramps.
• Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within 60 inches horizontally of the bottom tread.

(Continued on next page)
Window Fall Protection shall be provided per R213.2.1 & R312.2.2

Energy Code Requirements:
- Windows must be labeled with a U-Factor of 0.30 or less. Labels shall not be removed until Inspector verification and approval. CEnC Table 150.1-A
- Replacement windows and doors must comply with Mandatory measures for Caulking and sealing around windows and doors

Smoke & Carbon Monoxide Alarms: CRC R314 & CRC R315.1
Provide an approved SMOKE ALARM in the following locations:
  a. In each sleeping room.
  b. Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
  c. On each additional story of the dwelling, including basements and habitable attics, but not including crawlspaces and uninhabitable attics.
  d. Provide a note “SMOKE ALARM shall be interconnected hard-wired with battery backup.”
  e. Battery smoke alarm permitted in existing buildings where no construction is taking place.

For buildings with fuel-burning appliances and/or attached garages, provide an approved CARBON MONOXIDE ALARM in the following locations:
  a. Outside of each separated sleeping area in the immediate vicinity of the bedrooms.
  b. On every level of a dwelling unit including basements.
  c. Provide a note: “CARBON MONOXIDE ALARM shall be interconnected hard-wire with battery backup.”
  d. Battery carbon monoxide alarm is permitted in existing dwelling units where no constriction is taking place.

To Apply
When you are ready with your submittals, apply either online at www.SanLeandro.org/PermitPortal or in person at the Permit Center in City Hall. Visit www.SLPermits.As.Me to find an available appointment
Mon / Tue / Thu - 8am to 4pm and Wed - 8am to 3pm.