

# Windows Permit Application



*“Building A Stronger Community  
TOGETHER”*



## Community & Economic Development

Permit # \_\_\_\_\_



"Building A Stronger Community TOGETHER"

**CITY OF SHELTON**  
**WINDOWS PERMIT APPLICATION**  
525 West Cota Street, Shelton, WA 98584  
(360) 426-9731 (360) 426-7746

Residential  Commercial

**SITE INFORMATION**

Site Address \_\_\_\_\_

Parcel No. \_\_\_\_\_ Legal Description \_\_\_\_\_

**OWNER INFORMATION**

Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Owner Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_ Zip \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_ Zip \_\_\_\_\_

Contractor Reg. # \_\_\_\_\_ Exp. Date \_\_\_\_\_ City Business License \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

License # \_\_\_\_\_ City Business License \_\_\_\_\_

**PROJECT INFORMATION**

Describe Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- All windows installed in hazardous locations as identified in section R308.4 of the International Residential Code and section 2406.3 of the International Building Code shall be safety glazing.
- *Dwelling units or guestrooms shall have access directly to the outside or to a public corridor. All buildings or portions thereof shall be provided with exits, exit ways and appurtenances as required by Chapter 10 of the International Building Code.*
- *Sleeping rooms below the fourth story shall have at least one operable egress window or exterior door approved for emergency escape or rescue. The units shall be operable from the inside to provide a full clear opening without the use of separate tools. See sections R310 of the International Residential Code and section 1026 of the International Building Code.*

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. 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.

<b>Owner's Affidavit</b> I certify that I am exempt from the requirements of the contractor's registration law RCW 18.27, and I am aware of the City of Shelton's ordinance requirements for which this permit is issued and that all work done will be in conformance therewith. No changes shall be made without obtaining approval from the Building Department.		<b>Contractor's Affidavit</b> I certify that I am a currently registered contractor in the State of Washington and I am aware of the ordinance requirements regulating the work for which the permit is issued and all work done in conformance therewith. No changes may be made without first obtaining approval from the Building Department.	
Signature of Owner	Date	Signature of Contractor	Date

**BUILDING PERMIT FEES**

Sq. Ft. X	Cost per Sq. Ft. =	Valuation
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Use of Building:	Number of Dwelling Units:
Change Use To:	Change of Use From:
Type of Construction:	Occupancy Group:
Division:	Size of Building (total sq. ft):
No. of Stories:	Maximum Occupancy Load:
Use Zone:	Fire Sprinklers Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

State Surcharge Fee	\$	4.50
Building Permit Fee	\$	
Plan Review Fee	\$	
Violation Fee	\$	
Investigation Fee	\$	
Other	\$	
<b>TOTAL FEES</b>	<b>\$</b>	

Application Accepted By:	Plans Checked By:	Permit Issued By:
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CITY OF SHELTON  
**DEPARTMENT OF COMMUNITY ECONOMIC DEVELOPMENT**  
 BUILDING DEPARTMENT

**2006 Washington State Energy Code (WSEC)**  
**2006 Ventilation and Indoor Air Quality Code (VIAQ)**  
*Effective July 1, 2007*

**Code Compliance Application Form**

**The following information will be required for the WSEC and VIAQ plan review:**

Complete the Washington State Energy Code/ Ventilation and Indoor Air Quality Code (WSEC/VIAQ) application. The window and door schedule should include all windows, skylights, sliding glass doors, French doors and any other door with 50% glass or more. Use rough opening dimensions of windows and doors to calculate size. It is always helpful to list the u-factors of windows and doors, if known. If you do not know u-factors, the plan reviewer will assume all window & door glazing will have a u-factor of .35 or less. When using the area weighted average method to comply with the prescriptive path includes calculations with submittal documents.

On your building plans note the location and fuel type of heating system, water heater, location of exhaust fans (bathroom, laundry, kitchen, etc.) and R-factor of proposed insulation for walls, floors, ceilings, and slabs.

**Outdoor lighting permanently mounted to a residential building or to other buildings on the same lot shall be high efficacy luminaires or motion sensor with integral photo control photo sensor. All linear fluorescent fixtures must be fitted with T-8 or smaller lamps, but not T-10 or T-12 lamps.** To verify compliance, provide lighting information on plans.

Questions? Call City of Shelton Community and Economic Development at (360) 426-9731. Additional WSEC and VIAQ compliance information is also available on the WSU-Energy Program website at: <http://www.energy.wsu.edu/code/>

**Prescriptive Requirements 0,1 for Group R Occupancy**  
**Climate Zone 1, Table 6-1**

Option	Glazing Area % of Floor 10	Glazing U-factor		Door U- Factor <sup>9</sup>	Ceiling <sup>2</sup>	Vaulted Ceiling <sup>3</sup> See note below	Wall Above Grade <sup>12</sup>	Wall interior <sup>4</sup> below grade	Wall exterior <sup>4</sup> Below Grade	Floor <sup>5</sup>	Slab <sup>6</sup> on Grade
		Vertical	Overhead <sup>11</sup>								
<b>I</b>	10%	.32	.58	.20	R-38	R-30	R-15	R-15	R-10	R-30	R-10
<b>II *</b>	15%*	.35	.58	.20	R-38	R-30	R-21	R-21	R-10	R-30	R-10
<b>IV</b>	Unlimited Single Family Res. (R-3) Only	.35	.58	.20	R-38	R-30	R-21	R-21	R-10	R-30	R-10

\*Reference Case/ Call (360) 432-5175 for footnote information. Log & solid timber wall with a min. avg. thickness of 3.5" are exempt from the above grade wall insulation requirements. **Vaulted ceilings shall be limited to 500 sq. ft. of ceiling area for any one dwelling unit.**

**WINDOW U- VALUES- KNOW YOUR U-VALUE REQUIREMENTS**

Changes to the approved building plans will require approval prior to making changes. Typically windows and doors must have u-factor of .35 or less as evidenced by the NFRC sticker attached to the windows. If u-factors exceed .35, U-factor averaging will be required and must be calculated, submitted to the building dept. for approval, and approved prior installation.

**City of Shelton Community and Economic Development  
WSEC / VIAQ Compliance Application**

Owner:	Telephone:	Parcel #:
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Type of Project  New Residence  Addition  Remodel

Total Sq. Ft. of:

Heated Area: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ Heated Basement: \_\_\_\_\_

Heating System Type:

- Electric Wall Heater       Electric Central Furnace       LPG Furnace  
 Heat Pump with Electric Furnace       Heat Pump with Gas Furnace  
 Boiler, Specify Fuel Type: \_\_\_\_\_       Other, Specify: \_\_\_\_\_

Glazing Percentage: \_\_\_\_\_ % (See Below)

Compliance Method (Check One):

- Prescriptive Option (See Reverse Side) Circle One: I      II      III  
 Component Performance, Chapter 5 – Calculation worksheets required.  
 Systems Analysis, Chapter 4

Ventilation System (Check One):

- Whole House Ventilation System (using exhaust & window or wall fresh air vents (VIAQ 303.4.1)  
 Whole House Ventilation using a Heat Recovery Ventilation (VIAQ 303.4.4)  
 Whole House Ventilation Integrated with a Forced Air System (VIAQ 303.4.2)  
 Whole House Ventilation using an inline supply fan. (VIAQ 303.4.3)

**Window and Door Schedule** (If needed, attach an additional sheet).

Manufacturer	Room/Location	U-Factor	Size	Quantity	Total Square Feet
<b>Windows:</b>					
Windows: Total Square Feet					
<b>Doors:</b>					
Doors: Total Square Feet					
<b>Total Window and Door Area</b>					

# EGRESS WINDOW

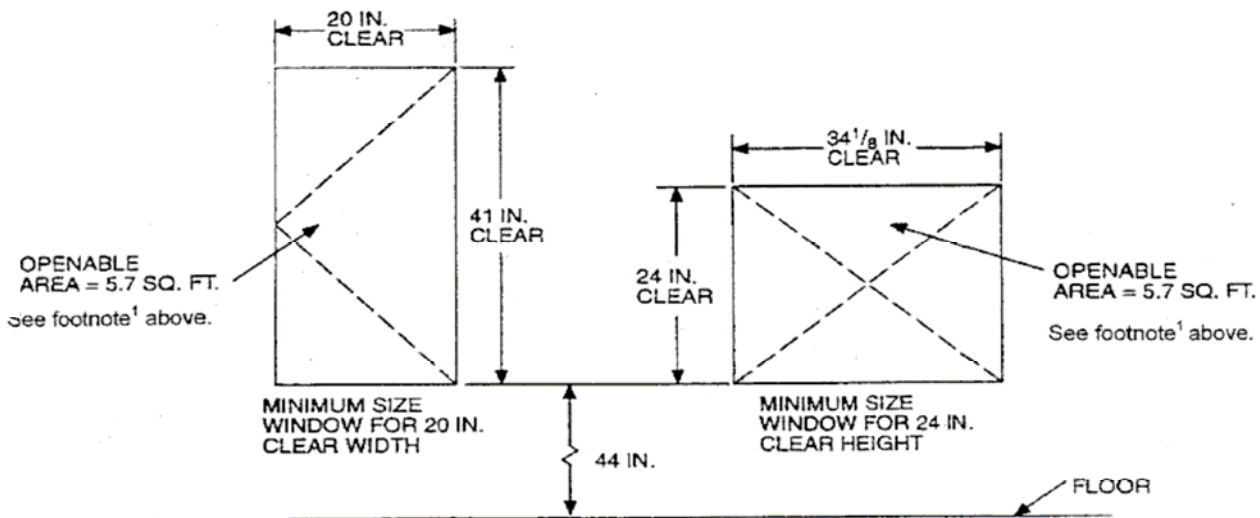
All sleeping rooms and basements with habitable space shall have at least one openable emergency escape or rescue opening. Emergency escape and rescue windows shall be operational from the inside of the room without use of keys or tools.

- Minimum openable area: 5.7 square feet<sup>1</sup>
  - Minimum width net clearance: 20"
  - Minimum height net clearance: 24"
- Maximum 44" off finished floor.

<sup>1</sup> A net clear opening of 5 square feet is allowed when window is located such that the sill height of the opening is not more than 44" above or below the finished ground level adjacent to the opening.

Below are recommendations received from manufacturers. Be sure to check with your window manufacturer to make sure windows in rooms that require emergency escape or rescue openings will comply to current code requirements.

Window Type	Milgard	Jeld Wen	Certainteed	Insulate
Horizontal Slider	48" x 42" or 60" x 36"	48" x 48" or 60" X 36"	48" x 48" or 60" x 36"	48" x 44" or 60" x 36"
Single Hung	36" x 60" or 30" x 72"	36" x 60" or 30" X 72"	36" x 60" or 30" x 72"	36" x 60" or 30" x 72"
	Vent bar placed to provide required egress dimensions			
Casement	30" x 48" or 36" x 42"	28" x 48" Or 36" x 36"	30" x 42" or 36" x 48"	30" x 48" or 36" x 42"
	Window may require egress hinges			





# Hiring a Contractor or Remodeler:

PUBLICATION  
F625-084-000 [11-2006]

What you should know



**Are you planning to hire someone to work on your home or property? Do your homework.**



## Shop smart

While the law provides some protection from fraudulent or incompetent contractors, it doesn't guarantee honest transactions or perfect performance. Informed, cautious consumers can better protect their financial investment.

Generally, work that "adds to or subtracts from real estate" requires a registered contractor. Businesses that provide services such as gutter cleaning, pruning, lawn care or window washing do not need to be registered.

## What does the law require?

In Washington, all contractors who perform work, advertise or submit bids or proposals in this state must be registered with the Department of Labor and Industries, post a bond and carry general liability insurance coverage.



- A general contractor must maintain a \$12,000 bond. A specialty contractor, such as a painter, must maintain a \$6,000 bond. Dissatisfied consumers may pursue restitution with civil action in Superior Court against a contractor's bond.
- All registered contractors must carry general liability insurance coverage (\$50,000 property damage and \$200,000 public liability or \$250,000 combined single limit).
- Contractors are also required to have a current business license. If the contractor has employees, he or she must have industrial insurance.
- A contractor is required to provide a disclosure statement ("Notice to Customer") to the consumer/property owner for a residential project with a projected cost of \$1,000 or more, and a commercial project of \$1,000 to \$60,000.

Except for the licensing of electricians and certification of plumbers, there isn't a competency test to become a contractor in Washington State.



## Get answers

Visit L&I's Construction Compliance web site at [www.Contractors.LNI.wa.gov](http://www.Contractors.LNI.wa.gov), contact your local L&I office or call the toll-free contractor registration hotline (1-800-647-0982) to learn:

- If a contractor is currently registered.
- How long the contractor has been registered.
- If action against the contractor's bond is pending or has been taken in the past.
- Other business names under which a contractor may have operated.
- Whether a contractor has industrial insurance coverage for his or her employees.

## Before you hire a contractor or remodeler:

1. Plan your project carefully. If you know what you want done and can clearly explain it, you're less likely to misunderstand instructions or encounter cost overruns.
2. Interview several qualified registered contractors and solicit written bids.
3. Verify potential contractors' registration online at: [www.Contractors.LNI.wa.gov](http://www.Contractors.LNI.wa.gov), by phone at 1-800-647-0982 or by contacting your local L&I office.
4. Ask for references and then check them out. If possible, view the work, interview the homeowner and visit a site with work in progress.

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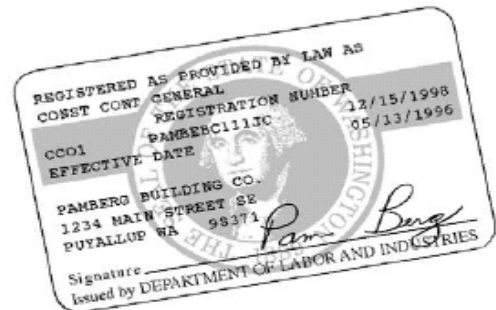
**Look for the contractor registration number in advertisements for contractors. The law requires this number to be included in all advertisements, including business cards and the Yellow Pages.**

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**Smart consumers ask questions and track progress**

5. Ask for references of suppliers that the contractor works with and check out his or her payment record.
6. Evaluate all the aspects of the bids, including the scope of work, warranties, references, time frames and price.
7. Request the contractor post a performance bond for the entire cost of the project if it is more than \$6,000.
8. Try to anticipate problems and inconveniences, such as cost overruns or cleanup, and come to agreement with your contractor on how they will be handled before he or she begins work.



## Once you have chosen a contractor or remodeler:

1. Obtain a written contract that includes price, payment terms, sales tax, permit fees (if applicable), the specific work to be performed, materials to be used, warranties and payment schedules. It is also a good idea to include change-order processes, final review and sign-off procedures and cleanup.
2. Ask for a disclosure statement prior to work starting. Sample disclosure statements are available on the L&I web site and at local L&I offices.
3. Make frequent inspections and consult your local building department about required permits. Make sure that all permits are in place and that inspections are in order.
4. When advancing money for materials, it may be possible to make checks payable to both the contractor and the supply house.
5. Put all change orders in writing and ask questions as work progresses. Avoid verbal contracts, and be very cautious about paying for incomplete work.



## Be wary of contractors who:

- Provide credentials or references that can't be verified.
- Offer a special price only if you sign today, or use other high-pressure sales techniques.
- Only accept cash, require large deposits or the entire costs up front, or ask you to make the payment in their name.
- Do not provide a written contract or complete bid.
- Ask you to pick up the building permit. In most instances, the contractor is required to take out the permits. Permits are your protection and help ensure that work will meet local building codes.
- Offer exceptionally long warranties.
- Want to do most or all the work on weekends and after-hours.
- Give you an offer that sounds "too good to be true."



To report fraudulent  
contractors call  
**1-888-811-5974**  
or go to  
[www.Fraud.LNI.wa.gov](http://www.Fraud.LNI.wa.gov)

## Protect yourself with permits

**Manufactured/Mobile Home Permits** - L&I has statewide responsibility for approving plans and inspecting both new and altered manufactured/mobile homes and recreational vehicles for safety. For more information go to [www.FAS.LNI.wa.gov](http://www.FAS.LNI.wa.gov).

**Building Permits** - Contact your local county or city building department.

**Electrical Permits** - L&I performs most inspections throughout the state, but some cities do their own electrical inspections. For more information, go to [www.ElecPermit.LNI.wa.gov](http://www.ElecPermit.LNI.wa.gov).