



City of Flagstaff  
Building Safety & Code Compliance Section  
211 West Aspen Avenue  
Flagstaff, Arizona 86001  
[www.flagstaff.az.gov/494/Building-Safety](http://www.flagstaff.az.gov/494/Building-Safety)

## Window Replacement

### **Background**

The 2018 International Existing Building Code (IEBC; governing existing commercial structures) and 2018 International Residential Code (IRC; governing existing residential structures through Appendix J) require building permits for this work (IEBC 105.1, IRC R105.1) and contain code provisions for window replacement on existing buildings addressing emergency egress, safety glazing, and energy conservation. There are also other requirements if a building is 50 years old or is located within specific planning/zoning overlays.

### **Obtaining a Building Permit for Exterior Window Replacement**

#### **Important Notes**

- This document pertains only to exterior windows that are proposed for replacement “like for like”, that is, if a window is to be increased in size or changed to a door, the standard building permit submittal requirements and review process will apply.
- For structures 50 years old or more or located in the *Townsite* or *Downtown Overlay Districts\**, please contact the Heritage Preservation Officer (HPO) prior to proceeding. Please see next page for additional information and requirements. \*Unsure if the building is in these Districts? The HPO will help you determine this.

#### **Submittal Requirements**

1. Complete a Residential or Commercial Building Permit Application in its entirety. In the Scope of Work field, enter “window replacement (like for like)”.
2. Basic floor plan of each level or story of the building. While a scale drawing is preferred, it is not required. Include the following information:
  - a. Building address
  - b. Scope of Work. This is written explanation of the work proposed. Example: “Replace windows on first floor of home.”
  - c. Room labels (kitchen, bedroom, bathroom, etc.)
  - d. Window manufacturer and model number(s)
  - e. Existing and new window opening sizes
  - f. Window types (fixed, sliding, single-hung, etc.)
  - g. Window U-factor
  - h. Indicate windows to be equipped with safety glazing
  - i. Supplemental documentation required by Heritage Preservation – see “Important Notes” section above.
3. Follow the “Electronic Permitting Process” on the Building Safety website to submit your application:  
<https://www.flagstaff.az.gov/494/Building-Safety>

#### **Additional Notes**

- A plan review deposit is not required. Permit and plan review fees are \$141.00 and covers plan review and maximum two (2) building inspections. Additional inspections will be charged at hourly rate of \$47/hour.

## Additional requirements for exterior window replacement or alteration for buildings over 50 years old or any building located in the Townsite or Downtown Overlay Districts

Please contact the Heritage Preservation Officer (HPO) if the building is over 50 years old or located in the Townsite or Downtown Overlay districts. We do not recommend purchasing windows before your building permit is approved because the type of window selected can impact the approval process.

Heritage Preservation website: <https://www.flagstaff.az.gov/901/Heritage-Preservation>

HPO Contact information: Mark Reavis, [mark.reavis@flagstaffaz.gov](mailto:mark.reavis@flagstaffaz.gov) or (928) 213-2633

### **Required supplemental documentation**

- Date of construction
- Historic District or NRHP number if applicable
- Past determination of Historic eligibility (if applicable)
- Photos of the existing windows that will be replaced
- Floorplan indicating window locations and what room they are located in for those being replaced
- A photo or copy of the window label or window specifications from the manufacturer indicating the Uvalue, AL, VT, and SHGC
- Installation details comparing the material, style, color, window glazing and divisions, and size of existing window and the one being replaced, as in section drawings or elevations.
- Paint colors if the window is going to be painted after installation
- Historic photos showing windows (if available)

Applications that lack these supplemental requirements will be returned for corrections and a resubmittal will be requested.

In addition to these requirements, the applicant may also be asked to complete a Heritage Preservation Commission application, found on the Heritage Preservation website.

Not all window replacements can be approved administratively. If a replacement or alternation requires or if the HPO refers a case to the Heritage Preservation Commission, processing an application may take up to 8 weeks. Unexpected project delays can be avoided by contacting the HPO early and sharing complete information with the HPO.

*Note: The standard for historic preservation is to replace windows that are original to the building with those most like them using current manufacturing. Vinyl windows are rarely allowed, and the preferred style and material is dependent on the architecture and time period of the building. Reversing inappropriate changes from previous renovations is encouraged. The National Park Service has many technical guides available on their website and discusses at length appropriate materials and substitutions:*

<https://www.nps.gov/tps/standards/applying-rehabilitation/successful-rehab/substitute-materials.htm>. This resource is used in the evaluation of windows on historic structures.