



City of
Pasco

Building Division

525 N 3rd Ave, Pasco, WA 99301

P: 509.543.5726

www.pasco-wa.gov | permittech@pasco-wa.gov

Building Permits Pasco Municipal Code: Title 16

The Building Department is accepting submittals via email. Send your Complete Submittal to:
permittech@pasco-wa.gov

When submitting this way, be sure to provide the projects site address as the email subject and attach your files to the email in PDF format.

If your files are greater than 30 MB, you can use our Online File Transfer System:
<https://pascofileshare.com/filedrop/permittech@pasco-wa.gov>

Submittal Checklist for:

Window & Door Replacement

- Residential Permit Application
- Window & Door Installation Form

Submittal Checklist for:

New Window & Door

- Residential Permit Application
- Window & Door Installation Form
- Complete floor plan showing proposed location of new window/door & framing details such as ledger size



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FOR STAFF USE ONLY	
PERMIT #	

Residential Construction Permit Application

Site Address:		Project/Construction Valuation: \$
Parcel No.:	Number of Units:	Sq. Ft. of Area Being Modified:
Applicant is (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Other: _____		
Legal Property Owner:		Phone No.:
Mailing Address:		Email:
Contractor:		Phone No.:
Address:		Email:
State Contractors License #:		Pasco Business License #:
Architect/Designer:		Phone No.:
Address:		Email:
Description of Work (select multiple items if applicable):		
<input type="checkbox"/> Addition to Garage <input type="checkbox"/> Hot Tub <input type="checkbox"/> Sewer Connection <input type="checkbox"/> Addition to Home <input type="checkbox"/> Mechanical <input type="checkbox"/> Shed <input type="checkbox"/> Concrete/Flat Work <input type="checkbox"/> Patio Cover <input type="checkbox"/> Siding Replacement <input type="checkbox"/> Deck <input type="checkbox"/> Pergola <input type="checkbox"/> Stucco (Provide Stucco Type Below) <input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing <input type="checkbox"/> Swimming Pool (depth greater than 24") <input type="checkbox"/> Detached Garage/Shop <input type="checkbox"/> Remodel/Renovation <input type="checkbox"/> Water Connection <input type="checkbox"/> Fence <input type="checkbox"/> Roof (Provide Roof Type Below) <input type="checkbox"/> Window/Door Replacement <input type="checkbox"/> Other (Use description box below)		
If connected to septic system provide location of septic tank, drain field and secondary field. Information must be obtained from the Benton/Franklin Health Department.		
Provide a detailed description of the scope of work:		

I certify the information furnished by me is true and correct and that I am the owner of the subject property or I have been given express permission by the owner of the subject property, to submit this application for permit. I will comply with all provisions of law, code and ordinances governing this type of construction work, including state contractor registration laws. I understand that, once accepted, this permit application is valid for 30 days. If the permit is not obtained within 30 days, the permit application and all submitted building and site plans will be discarded.

Applicant Name (Please Print) _____

Applicant Name Signature _____ Date _____



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WINDOW/DOOR INSTALLATION APPLICATION REQUIREMENTS

Building permits are required when replacing windows; please list each window that is being replaced below.

	Existing Window/Door Size	New Window/Door Size
Bedroom 1 ▶ see requirements		
Bedroom 2 ▶ see requirements		
Bedroom 3 ▶ see requirements		
Bedroom 4 ▶ see requirements		
Kitchen		
Dining Room		
Living Room		
Family Room		
Basement Room		
Other _____		
Other _____		

Safety Glazing (example: tempered glass, etc...) is typically required when:

1. A window is within 24" (twenty four inch) arch of a door in the closed position.
2. A window is within 60" (sixty inch) vertically of a bathtub, shower stall, hot tub, whirlpool, saunas or steam rooms.
3. Windows adjacent to stairways, landings and ramps within 36" horizontally of a walking surface or within 60" vertically.
4. Windows adjacent to stairways within 60" horizontally of the bottom tread of a stairway in any direction when the exposed surface of the glazing is less than 60" above the nose of the tread.

▶ All Bedroom windows must meet minimum egress. Egress windows must have a minimum of 5.7 Sq. Ft. of openable area, 20" minimum opening width, 24" minimum opening height and must have a maximum sill height of 44" measured from finished floor.

EMERGENCY EGRESS WINDOWS

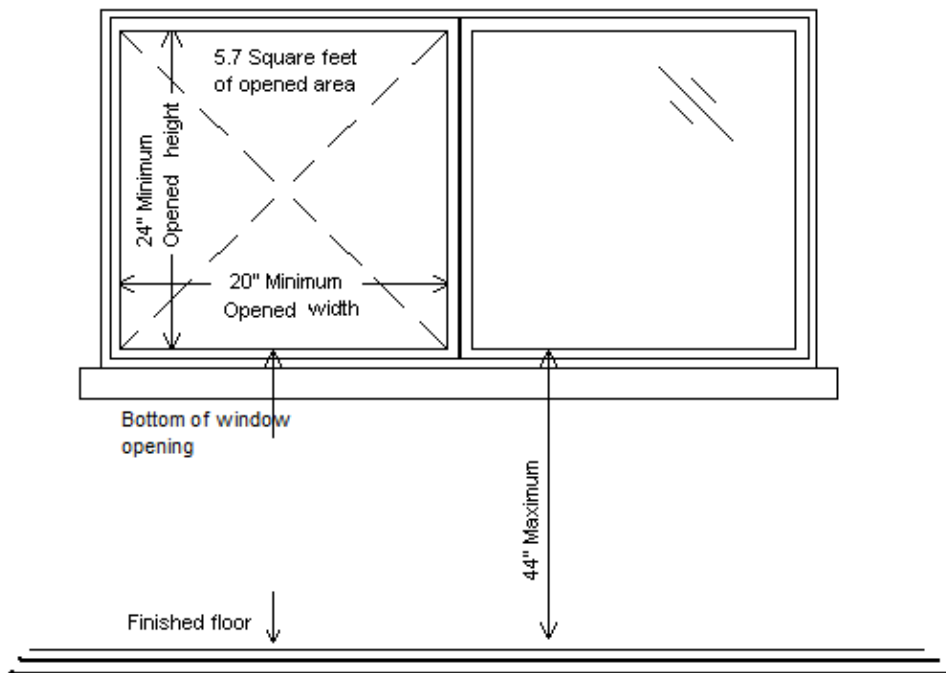
The most recent IRC code states that "additions, alterations or repairs (replacing windows) shall not cause an existing structure to become unsafe or adversely affect the performance of the building."

Some problems replacing windows may occur in basement windows. If a bedroom or window is added the code is to be met; "additions or alterations to any building or structure shall conform with the requirements of the code for new construction," therefore **THE WINDOW(S) MUST BE BROUGHT UP TO THE CODE REQUIREMENTS.**

New windows have to be brought up to egress sizes, which may require bigger framed openings and sometimes a new header.

Additionally, the Washington State Energy Code requires replacement windows to have a U-value of .30

EMERGENCY EGRESS WINDOWS INTERIOR VIEW ONE FOR EACH BEDROOM, AT LEAST ONE TO SERVE THE BASEMENT AND ONE IN EACH BASEMENT BEDROOM



EMERGENCY EGRESS WINDOW REQUIREMENTS

20" Min. width (when open)

24" Min. height (when open)

5.7 Sq. ft. net clear opening minimum (see exception below)

44" Max vertical height to finished sill of window

COMMON WINDOWS USED FOR EGRESS

Sliding:

5'-0" wide x 3'-0" high

4'-0" wide x 4'-0" high

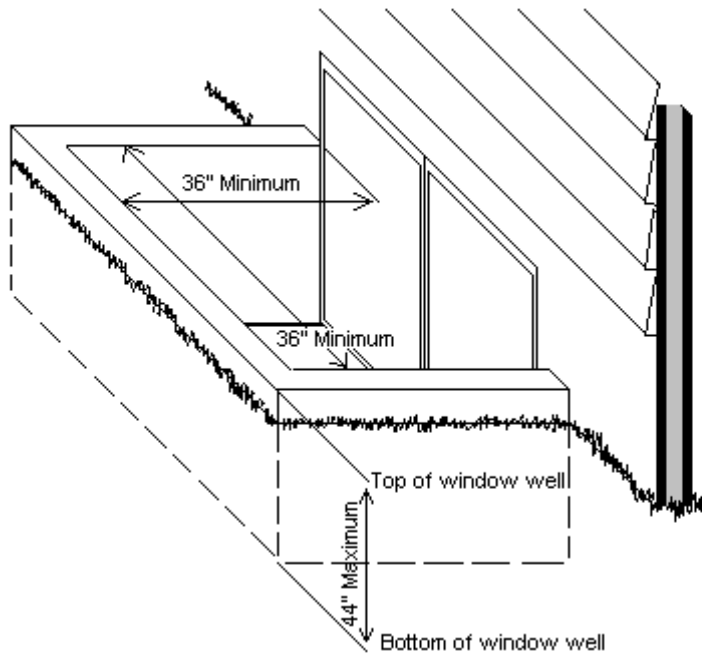
Single hung:

3'-0" wide x 5'-0" high

Casement, awning, and other types of windows may be used as long as the requirements noted above can be met.

Exception: Grade floor openings, defined as a window or other opening located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening, shall have a minimum net clear opening of 5 square feet.

**EMERGENCY EGRESS WINDOWS EXTERIOR VIEW ONE FOR EACH BEDROOM,
AT LEAST ONE TO SERVE THE BASEMENT AND ONE IN EACH BASEMENT BEDROOM**



**BASEMENT WINDOW
WELL REQUIREMENTS**

Window itself must meet all 4 requirements listed on the front of this sheet. The minimum horizontal area of the window well shall be 9 square feet with a minimum horizontal projection and width of 36 inches.

Window wells with a vertical depth **greater than 44 inches** shall have a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or rungs shall have an inside width of at least 12 inches shall project at least 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well.