

**Town of Caroline
CODE ENFORCEMENT**

Box 136 - 2668 Slaterville RD
Slaterville Springs, NY 14881
(607) 539-6400 Ext. 3
CodeOfficer@TownOfCaroline.org

WINDOW REPLACEMENT PERMIT APPLICATION

Property Address: _____ **Tax Parcel #:** _____

OWNER Two officers if a corporation

CONTRACTOR Contact Person

Name		
Mailing Address		
City/State/Zip		
Daytime Phone		
Email		

This permit is limited to window replacements that do not involve any structural changes or change in window size. This permit is issued under Appendix J of the IRC and is based on the information submitted and certified by the owner and contractor.

All questions below must be answered

- YES NO** Will any opening sizes be changed
- YES NO** Will any bedroom window or egress window be changed to a different style of window (for example: changing a casement style to double-hung)
- YES NO** Do any windows have a window sill less than 24" above the finished floor AND more than 6 feet above the ground level or other surface below (ie porch roof) (R312.2)
- YES NO** Will any window be installed within 24" of either side of a swinging door (R308.4.2)
- YES NO** Will any window be installed in a wall within 24" of the hinge side of an in-swing door (R308.4.2)
- YES NO** Will any window have a pane larger than 9 SF, have the bottom edge of the glass less than 18 inches above the floor, have the top edge of the glass more than 36 inches above the floor AND be within 36 inches of a walking surface (R308.4.3)
- YES NO** Will any window be installed in a wall facing or containing a tub, spa, shower, etc. where the bottom of the glass is less then 60 inches above any standing or walking surface (R308.4.5)
- YES NO** Will any window be installed with the bottom edge of the glass less than 36 inches above stairs, landings or ramps (R308.4.6)
- YES NO** Will any window be installed at the bottom stair landing less than 36 inches above the landing and within 60 inches from the bottom treat nosing (R308.4.7)
- YES NO** Will the new windows meet current Energy Code requirements
- YES NO** Does the home currently have working Carbon Monoxide alarms within 15' of sleeping rooms? (Appendix J 504.3 requires CO alarms for level 1 alterations within 15' of sleeping areas AND each story with a CO source per FC915.2.3.1.1)

Installation in a Manufactured Home (HUD Code)?

No Yes – additional information may be needed

Description of Work

Attach copy of contract information including:

- >Window brand, model and U value
- >Listing of which windows will be replaced

Photo Inspection Requirements

To simplify the inspection process and allow flexibility in scheduling the work, this permit requires the owner/contractor to provide the following photographs:

- >Window air sealing between frame and rough opening
- >Flashing when installing new windows showing “shingle-style” lap from bottom to top per manufacturer instructions

Proof of insurances required to issue permit:

- Contractor’s General Liability
- Workers Comp., Disability & NYS Family Leave (C-105.2 & DB-120.1). If Exempt CE-200
More info: <http://www.wcb.ny.gov/content/main/Employers/busPermits.jsp>

APPLICATION CERTIFICATION STATEMENT

I request a permit to remove and replace the Windows/Doors in my home. All the rough openings will remain the same size and the new windows will be the same size or minimally smaller to fit the rough opening. I will comply with all provisions of applicable ordinances, codes and regulations while performing this work whether specified herein or not.

I understand that the granting of any permit creates no liability on the part of the Town and, by acceptance of any permit, agree to indemnify and hold harmless the Town from all claims for personal injury and property damage arising from the operations of or construction by permittee.

Owner Signature _____ Date _____

Contractor Signature _____ Date _____

What’s next? Your application will be reviewed, and you will be notified if additional information is needed. Your plans will also be reviewed for compliance and you will be advised of any items of concern. Once this is done to the satisfaction of the CEO, a Building Permit will be issued.

FOR TOWN USE ONLY

Application Received date _____ Fee **\$50** up to \$5,000 project value Paid[] App# _____

Additional information needed to process application:

APPROVED permit # _____ PERMIT DENIED – Attach denial letter