



**MASON COUNTY COMMUNITY SERVICES**

Permit No: \_\_\_\_\_

**PERMIT ASSISTANCE CENTER:**

• BUILDING • PLANNING • PUBLIC HEALTH • FIRE MARSHAL

615 W. Alder Street, Shelton, WA 98584

Phone Shelton: (360)427-9670 ext. 352 • Fax: (360)427-7798 Phone

Belfair: (360)275-4467 • Phone Elma: (360)482-5269

**BUILDING PERMIT APPLICATION**

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE #1: \_\_\_\_\_  
 PHONE #2: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

NAME: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 L&I REG # \_\_\_\_\_ EXP. \_\_\_/\_\_\_/\_\_\_

**PRIMARY CONTACT:**

OWNER  CONTRACTOR  OTHER

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ CELL \_\_\_\_\_

**PARCEL INFORMATION:**

PARCEL NUMBER (12 Digit Number) \_\_\_\_\_ ZONING \_\_\_\_\_  
 LEGAL DESCRIPTION (Abbreviated) \_\_\_\_\_ FIRE DISTRICT \_\_\_\_\_  
 SITE ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
 DIRECTIONS TO SITE ADDRESS \_\_\_\_\_

**IS THE PROJECT WITHIN 300 FT OF SLOPE(S) GREATER THAN 14%:** YES  NO

**IS PROPERTY WITHIN 200 FT OF THE FOLLOWING:** *(Check all that apply):*

SALTWATER  LAKE  RIVER/CREEK  POND  WETLAND  SEASONAL RUNOFF  STREAM

**TYPE OF WORK:**

NEW  ADDITION  ALTERATION  REPAIR  OTHER  \_\_\_\_\_

USE OF STRUCTURE *(Residence, Garage, Commercial Bldg, Etc.)* \_\_\_\_\_

IS USE: PRIMARY  SEASONAL  NUMBER OF BEDROOMS \_\_\_\_\_ NUMBER OF BATHROOMS \_\_\_\_\_

HEATED STRUCTURE? YES *(Whole Bldg)*  YES *(Part[s] of Bldg)*  NO

DESCRIBE WORK \_\_\_\_\_

**SQUARE FOOTAGE:** *(propose + existing)*

1ST FLOOR \_\_\_\_\_ sq. ft. 2ND FLOOR \_\_\_\_\_ sq. ft. 3RD FLOOR \_\_\_\_\_ sq. ft. BASEMENT \_\_\_\_\_ sq. ft.  
 DECK \_\_\_\_\_ sq. ft. COVERED DECK \_\_\_\_\_ sq. ft. STORAGE \_\_\_\_\_ sq. ft. OTHER \_\_\_\_\_ sq. ft.  
 GARAGE \_\_\_\_\_ sq. ft. Attached  Detached  CARPORT \_\_\_\_\_ sq. ft. Attached  Detached

**MANUFACTURED HOME INFORMATION:**

**\*4 COPIES OF THE FLOOR PLAN REQUIRED\***

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LENGTH \_\_\_\_\_  
 WIDTH \_\_\_\_\_ BEDROOMS \_\_\_\_\_ BATHS \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

**ENVIRONMENTAL HEALTH:**

SEWAGE/SEWER SOURCE: SEPTIC  SEWER  / NEW  EXISTING

PLUMBING IN STRUCTURE? YES  NO  *If yes, attach completed Water Adequacy Form*

PERIMETER/FOUNDATION DRAINS PROPOSED? YES  NO  EXISTING SQ. FT. \_\_\_\_\_

EXISTING BEDROOMS \_\_\_\_\_ PROPOSED BEDROOMS \_\_\_\_\_ TOTAL BEDROOMS \_\_\_\_\_

**OWNER acknowledges that submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner and I further declare that I am entitled to receive this permit and to do the work as proposed. I have obtained permission from all the necessary parties, including any easement holder or parties of interest regarding this project. The owner or legal representative, represents that the information provided is accurate and grants employees of Mason County access to the above described property and structure(s) for review and inspection. This permit/application becomes null & void if work or authorized construction is not commenced within 180 days or if construction work is suspended for a period of 180 days.**

**PROOF OF CONTINUATION OF WORK ON THIS PERMIT IS BY MEANS OF INSPECTION. INACTIVITY OF THIS PERMIT APPLICATION OF 180 DAYS OF MORE WILL CAUSE THE APPLICATION TO BE EXPIRED. (MASON COUNTY CODE 14.08.42)**

X \_\_\_\_\_  
 Signature of **OWNER** (**Must be signed by the OWNER**) \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENTAL REVIEW	APPROVED	DATE	DENIED	DATE	TAGS/NOTES/CONDITIONS
BUILDING DEPARTMENT					
PLANNING DEPARTMENT					
FIRE MARSHAL					
PUBLIC HEALTH					



**MASON COUNTY  
DEPARTMENT OF COMMUNITY SERVICES**

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## **Permit/Policy Requirements for Replacement of Residential Windows/Glazing**

### **Purpose:**

This policy applies to the replacement of windows and/or glazing in one and two family dwellings (and structures accessory to that residential use).

### **General:**

Replacement of glazing in these types of structures shall meet, or exceed, the requirements of all applicable codes enforced in Mason County with exceptions by policy only as listed below.

### **Authority:**

Mason County Code 14.04.010 State Building codes adopted (MCC)

2015 International Residential Code (IRC)

2015 Washington State Energy Code (WSEC)

### **Procedure:**

- A. Window glazing replacement in an existing frame is exempt from permitting requirements
  - Replacement glazing shall meet requirements for hazardous locations per IRC Section R308.
- B. Building permits shall be obtained for the replacement of windows / sliding glass doors. Where windows are replaced in an existing framed opening;
  - All replacement windows shall be installed per manufacturer's specifications.
  - Flashing shall be installed per IRC Section R703.4
  - Installations shall meet requirements of IRC Section R609
  - Per IECC/WSEC requirements all units shall have a U- factor of .30 or less (in heated spaces).
  - Replacement windows shall meet current code in all areas identified as hazardous by R308.
  - Egress windows replaced in an existing opening shall be brought into compliance with current codes if a product is available for this application. Existing, non-conforming, egress window openings are not required to be enlarged, but it is highly recommended (see section C).
- C. Building plans/permits are required for windows in new, enlarged or relocated openings.
  - These applications shall be required to meet all current codes for Egress, Hazardous Locations, IECC/WSEC Code and IRC Section R609 (as listed in section B) as well as building structural requirements and manufacturer's specifications.

### **Additional information:**

Mason County Building Department staff can assist with identifying code issues for window replacement. Explanations and code references for many of the items listed in this policy can be found in the Mason County Residential Plan Review Checklist.

**Signature:** *By Mark Core*

**Date:** 5/29/2008    updated 1/14/15



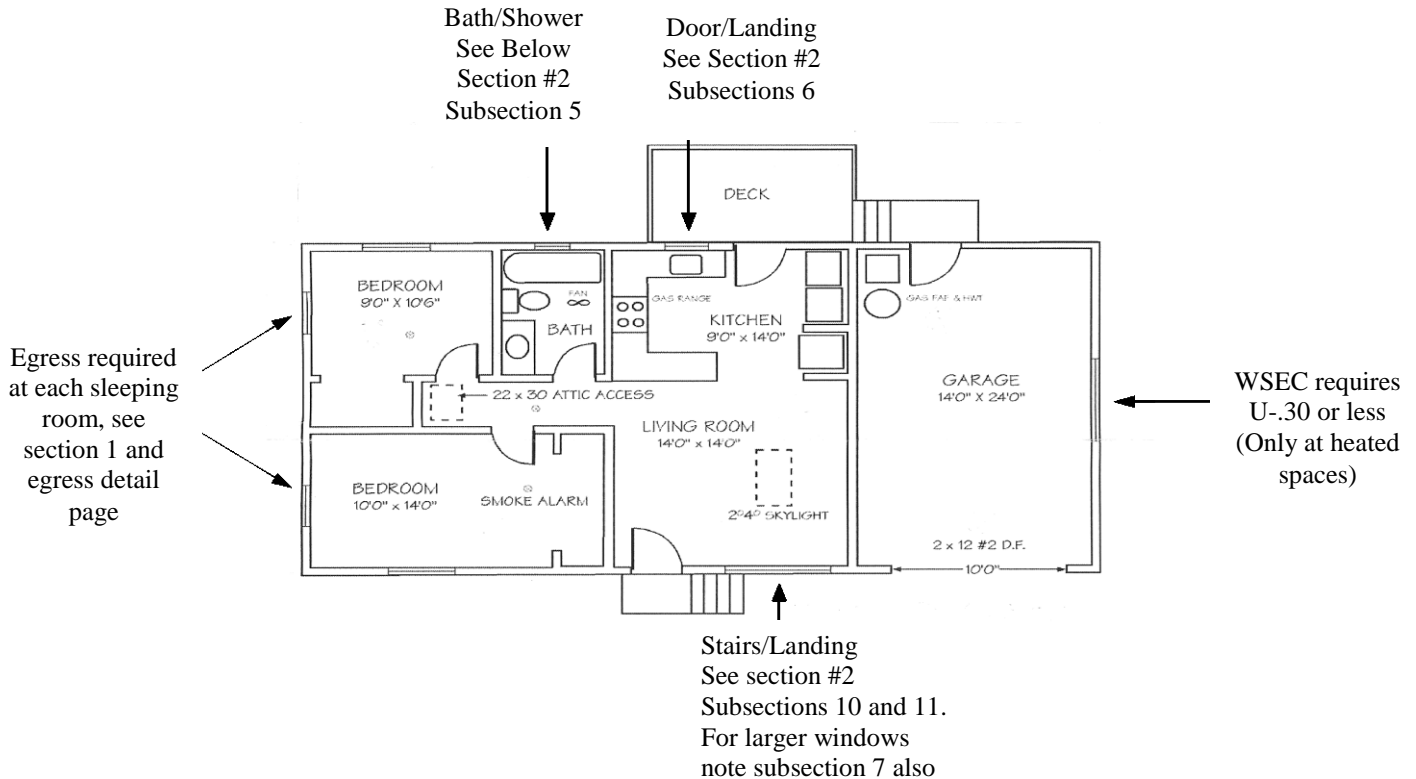
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### Details and Code Information - Windows



- EGRESS WINDOWS:** IRC Section R310. All sleeping rooms and basements with habitable space shall have at least one openable emergency escape and rescue opening. Such opening shall open directly into a public street, public alley, yard or court. Emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet. Except that grade floor openings shall have a minimum net clear opening of 5.7 square feet (*see definition below*). The minimum net clear opening height dimension shall be 24". The minimum net clear opening width dimension shall be 20". The openings shall have a finished sill height not more than 44" above the floor. Emergency escape and rescue openings shall be operational from the inside of the room without use of keys or tools or special knowledge. Window wells shall be provided when egress windows have a finished sill height below adjacent ground elevation. The well shall allow the window to be fully opened and provide a minimum horizontal area of 9 sq. ft, with a minimum horizontal projection and width of 36-inches. Window wells with a vertical depth of more than 44" shall be equipped with a permanently affixed ladder. *Grade floor opening definition: A window or other opening 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. Refer to reverse for additional information.*
- SAFETY GLAZING:** IRC Section R308. All glass located in areas that are considered hazardous must be safety glazed and provided with a manufacturer's designation, designating the type of glass and the safety glazing standard with which it complies, which is visible in the final installation. The designation shall be acid etched, sandblasted, ceramic-fired, laser etched, embossed, or be of a type which once applied cannot be removed without being destroyed. A label may be permitted in lieu of the manufacturer's designation. The following shall be considered hazardous locations:
  - Glazing in swinging doors.
  - Glazing in fixed and sliding door assemblies and panels in sliding and bifold closet doors.
  - Glazing in storm doors.
  - Glazing in all unframed swinging doors.
  - Glazing in doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and shower. Glazing in any part of a building wall enclosing these compartments where the bottom exposed edge of the glazing is less than 60-inches measured vertically above any standing or walking surface.

6. Glazing in an individual fixed or operable panel adjacent to a door where the nearest vertical edge is within a 24-inch of either sides of the door in a closed position and whose bottom edge is less than 60" above the floor or walking surface.
7. Glazing that meets all of the following conditions:
  - 7.1. Exposed area of an individual pane is greater than 9 square feet.
  - 7.2. Exposed bottom edge is less than 18" above the floor.
  - 7.3. Top edge greater than 36" above the floor.
  - 7.4. One or more walking surfaces within 36" horizontally of the plane of the glazing.
8. All glazing in railings and baluster panels.
9. Glazing in walls and fences enclosing indoor and outdoor swimming pools, hot tubs and spas where the bottom edge of the glazing is less than 60 inches above a walking surface and within 60" of the water's edge.
10. Glazing adjacent to stairways, landings and ramps within 36" horizontally arc of the walking surface when the exposed surface of the glass is less than 60" above the plane of the adjacent walking surface.
11. Glazing adjacent to stairways within 60" horizontally of the bottom tread of a stairway in any direction when the exposed surface of the glass is less than 60" above the nose of the tread.
12. Exception #9: Referencing items #10 & 11 above, safety glazing is not required where: 9.1) the side of a stairway, landing or ramp has a guardrail or handrail, including balusters or in-fill panels, complying with the provisions of IBC Sections 1013 and 1607.7. 9.2) The plane of the glass is more than 18-inches from the railing, or 9.3) When a solid wall or panel extends from the plane of the adjacent walking surface to 34 inches to 36 inches above the floor and the construction at the top of that wall or panel is capable of withstanding the same horizontal load as the protective bar.

*See also code for exceptions for Items 1 through 11.*

3. **SKYLIGHTS:** IRC Section 308.6. The following types of glazing may be used: 1) Laminated glass with a minimum .015" polyvinyl butyl interlayer for glass panes 16 sq. ft. or less in area located such that the highest point of the glass is not more than 12' above a walking surface or other accessible area; for higher or larger sizes, the minimum interlayer thickness shall be .030". 2) Fully tempered glass. 3) Heat-strengthened glass. 4) Wired glass. 5) Approved rigid plastics. Installed skylights shall comply with Washington State Energy Code requirements.
4. **WINDOWS & EXTERIOR DOORS:** WSEC Chapter 4 Table R402.1.1. U-Factors for glazing and doors shall be not more than the U-factor specified on the approved building plans. Unless approved for other than prescriptive approach the maximum typical U-factor for glazing shall be .30 and exterior doors shall have a U-factor of .20 or less. See Chapter 4 Table R402.1.1. Any change in windows or doors must be approved by the Building Department before installation. NFRC compliance stickers shall remain on the windows until the insulation inspection has been approved by the Building Department. Doors with a glazed area more than 50%, such as half-lite and full-lite doors shall be considered windows for the purposes of energy code requirements. One unlabeled or untested exterior swinging door with a maximum area of 24-sq. ft. may be installed. Single glazing for ornamental, security, or architectural purposes and double glazed garden windows with a wood or vinyl frame shall be exempt from the U-factor calculations provided the total of all single glazing and garden windows does not exceed 1% of the floor area.
5. **WINDOW OPENINGS:**

**PROTECTION:** IRC 312 Window sills. In dwelling units, where the opening of an operable window is located more than 72 inches (1829 mm) above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches (610 mm) above the finished floor of the room in which the window is located. Glazing between the floor and 24 inches (610 mm) shall be fixed or have openings through which a 4-inch-diameter (102 mm) sphere cannot pass.

Exceptions:

  1. Windows whose openings will not allow a 4-inch-diameter (102 mm) sphere to pass through the opening when the opening is in its largest opened position.
  2. Openings that are provided with window guards that comply with ASTM F 2090.
 

NOTE: Window guards must also comply with IRC 310.4 Bars, grilles, covers and screens. Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided the minimum net clear opening size complies with Sections R310.1.1 to R310.1.3, and such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge or force greater than that which is required for normal operation of the escape and rescue opening.
  3. Operable windows that are provided with window opening control devices that comply with Section R312.2.2.

**NATURAL LIGHT & VENTILATION:** IRC 303. All habitable rooms shall be provided aggregate-glazing area of not less than 8% of the area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. The minimum openable area to the outdoors shall be 4% of the floor area being ventilated. Exception: 1) The glazed area need not be openable where the opening is not required by R310 (egress) and a whole house mechanical ventilation system is installed in accordance with Section M1507 and IECC/WSEC. 2) The glazed areas need not be provided in rooms where exception 1 is satisfied and artificial light is capable of producing an average illumination of 6 foot-candles over the area of the room at a height of 30 inches above the floor level.