



WINDOW & DOOR REPLACEMENT



*****Failure to comply may result in the requirement to remove materials, penalty fees, and/or a license investigation under Minnesota Statute 326B.84.*****

General Requirements

- **Complete a Building Permit Application**
- May only be a one or two-family (IRC-1 or IRC-2) dwelling on a single lot, or an accessory structure to an IRC-1 or IRC-2 (No townhomes, condominiums, etc.).
- May **NOT** be controlled by an association.
- Replacement windows/doors must be the **SAME SIZE**. In **Sleeping Rooms, the unobstructed open area of the window, when fully open, may NOT be reduced.**
- Smoke and Carbon Monoxide detectors are required (read "Notice" on reverse side).
- All materials and the installation of all materials must comply with the 2007 Minnesota State Building Code and the manufacturers' installation specifications for each product.

Permit Card (throughout the project)

- **POSTED** prior to start of work
- **VISIBLE** from street or driveway
- **ACCESSIBLE** to the inspector

Inspection:

- **MUST Schedule by 4:30 p.m. the Business Day Prior to the Inspection Day.**
- Provide photographs of the original sleeping room windows, and identify each window's original location.
- Must provide access to the interior of the structure.
- The required smoke and carbon monoxide detectors must be installed and functioning.
- For window replacements, we want to view the installation prior to the installation of any trim.
- For window inserts, we want to view the installation after it has been completed.
- Office Hours: Monday–Friday • 8:00 a.m. - 4:30 p.m.
- Phone: (952) 442-7520 or (888) 446-1801

Warning: The inspector may issue an order to remove materials to prove compliance with the MN State Building Code and manufacturer's installation requirements.

If a re-inspection is required to verify compliance with the code, a re-inspection fee will apply and the permit holder (the signing applicant) or the permit holder's representative must meet the inspector at the site to provide access.

Note: The State of Minnesota requires that all residential building contractors, remodelers, roofers, plumbers, and electricians obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the City before a permit can be issued.

Note: To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or toll free 1-800-342-5354.

NOTICE

The improvements that you are undertaking require that, prior to receiving approval for your final inspection, we inspect your property for the proper installation of smoke detectors as required by MN Statute 299F.362 and MN State Building Code chapter 1309.0313, and carbon monoxide detectors as required by MN Statute 299F.51. If the safety devices are not present, properly installed, and functional in your home, we will not be able to close your permit. In addition, a “re-inspection fee” will be charged for our re-inspection to verify the presence, placement, and proper functioning of these required safety devices.

This notice is intended to inform you of the existing requirements and is provided at the onset of your project in an effort to minimize any additional inconvenience or cost associated with the re-inspection.

A handout is available by fax or email to assist you in completing these required installations properly. If you have any additional questions, please call our office at 952-442-7520 or 888-446-1801.

Thank you in advance for your cooperation!

Scott Qualle
Building Official

Requirements for Smoke and Carbon Monoxide Detectors

Smoke Detectors must be installed:

1. in each sleeping room
2. outside and within the immediate vicinity of each separate sleeping area
3. one on each story that does not contain sleeping rooms
4. Installation:
 - Wall mounted detectors - located in an area not more than 12” and not less than 4” from the ceiling.
 - Ceiling mounted detectors - should be no closer than 4” from a side wall or peak of a vaulted ceiling.

Carbon Monoxide detectors must be installed within 10’ of each sleeping room.