



TOWN OF LOS GATOS

WINDOW EGRESS OR ESCAPE/RESCUE WINDOWS REQUIREMENTS

In order to process your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal**. We do **not** accept submittals by mail or courier. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

To submit your application, you will need to register for an account on the Town's portal:

<https://permits.losgatosca.gov>. Note that a Building Permit Technician **will need to approve your account** before you may move forward with your submission. The Building pre-application is a preliminary review for the building permit. You will need to upload to the pre-application in separate PDF's:

1. Completed permit application <https://www.losgatosca.gov/DocumentCenter/View/833/Building-Division-Permit-Applications?bidId=>
2. Plan set (PDF pages bookmarked and signed by design professional. Note: This must be ONE (1) PDF.)
3. Supporting documents (i.e. Title-24, etc.) which should be separate uploads.

Permit Required. Emergency Escape and Rescue Openings from Sleeping Rooms—2022 California Residential Code Section 310 and California Building Code, Section 1031.3

- For new and or replacement windows: **CF1R-ALT-05-E** form required at permit issuance & **CF2R-ENV-01-E** required at inspection. Forms can be found on the CA Energy Commission website at www.energy.ca.gov.
- A net clear opening is to be provided from normal operation of the opening. The opening is to be operational from inside the room without use of keys, tools, or special knowledge. Grilles, grates, security bars or similar security devices are permitted under specific conditions. A complying window well is required for all below-grade emergency escape or rescue openings.
- Minimum width of opening: 20 inches (508 mm)
- Minimum height of opening: 24 inches (610 mm)
- Minimum net clear opening from ground floor: 5.0 square feet (0.465 m²).
- Minimum net clear opening, other than ground floor: 5.7 square feet (0.530 m²)
- Maximum height to the clear opening: 44 inches (1118 mm) measured from the floor
- Permits can only be issued to the property owner or a properly licensed contractor.