



City of Creve Coeur Building Division

Window and Exterior Door Replacement

The Building and Energy Conservation Codes adopted by the City of Creve Coeur establish minimum standards for the energy efficiency of new buildings and any alterations made to existing buildings. These minimum energy conservation code requirements regulate wall, ceiling and floor insulation; window and door specifications; and air infiltration concerns.

Replacing windows and exterior doors does require a building permit.

Here are some simple guidelines to help you through the permit process. Before coming to the Government Center permit counter you will need to prepare and bring two (2) sets of window and/or door replacement documents, that containing the following information:

- Location of any windows and doors to be replaced. It is especially important to identify any bedroom windows that are being replaced. Existing code-compliant emergency escape and rescue windows cannot be reduced in size or dimensions to make them non-code compliant.
- Windows and Exterior Doors shall be installed and flashed in accordance with the manufacturer's written installation instructions. Include the window and/or exterior door manufacturer's written installation instructions with your submittal.
- Provide dimensions for the new windows and doors. Clarify if any of the rough openings are being altered.
- For bedroom windows, please provide the following dimensions for the net clear opening that results when the window is in the fully open position:
 1. Minimum opening height (shall be 24 inches).
 2. Minimum opening width (shall be 20 inches).
 3. Minimum opening area (shall be 5.7 square feet)

EXCEPTION: Bedroom windows that have a sill height less than 44 above or below the finished ground level may have a minimum opening area of 5.0 square feet.

PLEASE NOTE: Only one (1) window in each bedroom is required to meet these minimum opening requirements.

CITY POLICY FOR REPLACING BEDROOM WINDOWS IN EXISTING HOMES THAT WERE BUILT PRIOR TO 1977-- City building codes that regulated the construction of homes built prior to 1977 did not have any minimum net clear opening requirements for bedroom windows. It is not the intent of the city's present building code to require that replacement bedroom windows for homes built prior to 1977 be in full compliance with the minimum net clear opening requirements of the city's present building code. In most cases, this would involve altering the existing rough opening to accommodate a larger window. However, as a matter of policy, the minimum net clear opening of any replacement bedroom window cannot be less than the minimum net clear opening of the existing bedroom window. Upon permit submittal, please provide the building division with the net clear opening dimensions of the existing bedroom window AND the replacement bedroom window.

- Identify any windows that need to be provided with opening limiting devices. Opening limiting devices are required where the top of the sill of an operable window opening is located less than 24 inches above the finished floor AND greater than 72 inches above the exterior finished grade or surface below.
- Identify any windows that will need to have safety tempered glass.
 1. Windows within 24" of a door edge.
 2. Windows in a tub or shower enclosure.
 3. Large windows where an individual pane exceeds 9 square feet AND the bottom edge of the glass is less than 18 inches above the floor.
 4. Windows adjacent to stairways and landings.
- Provide the Window / Door U-Factor. This number represents the insulation value of the window. U-Factors cannot exceed 0.35. This rating can be found on the NFRC sticker affixed to the window.
- Skylights are allowed to have a maximum U factor of 0.60.
- All replacement windows to conditioned spaces are required to be double paned.
- There is no requirement for Solar Heat Gain Coefficient (SHGC) in our climate zone, however, the lower the SHGC number the better.

- Openings between the garage and residence shall be provided with solid core wood doors not less than 1 3/8 inches in thickness or solid or honeycomb steel doors or 20-minute fire-rated doors.
- Flashing and perimeter sealing of all replacement windows / doors is required.

The Approval Process

Bring two sets of replacement window / door specifications to the permit counter at the Creve Coeur Government Center located at 300 N. New Ballas Rd. At that time, you will need to complete an application for a building permit.

The permit technician will then review your application along with all attachments to be sure that you have everything needed for a proper plan review. When your plans have been approved by the plan reviewer, you will be notified that your permit is ready. You will also be told the cost of the permit (which includes the cost of plan review and the minimum number of required inspections). Payment is required before the permit can be issued.

The city will keep one set of the city approved plans for our records and one set will be returned to the applicant for field use. This set of plans must be kept on site and be available to the inspector. **The window / door installation will be inspected prior to concealing any flashing, sealing and insulation. Once the job is complete a final inspection will be made. Do not make full or final payment to the contractor until you have received a copy of the approved city's final inspection report.**

If you have any additional questions about this building permit process, please call the Building Division at 872-2500.