



**City of White Bear Lake  
Building Department  
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## **WINDOW, EGRESS WINDOW AND EXTERIOR DOOR GUIDELINES**

This handout is a summary of the permit & inspection process as well as the standard requirements based on State Building Code regarding Windows and Doors. Information contained herein does not contain all of the specific codes for construction, and shall only be used as a guide.

**Permit Submission Requirements:** Window, egress window and exterior door permits may be completed via the ePermit system at [www.whitebearlake.org](http://www.whitebearlake.org) or a complete a permit application in person or via email to [buildingdepartment@whitebearlake.org](mailto:buildingdepartment@whitebearlake.org)

**Window and Door Permit Fees:** See the White Bear Lake Fee Schedule at [www.whitebearlake.org](http://www.whitebearlake.org)

### **Licensing Requirements:**

- Contractors must be licensed in the State of Minnesota if performing more than one single skill. Minnesota State license number must be provided on permit application. .
- Contractors working on a structure built prior to 1978 are required to provide their Lead Certification Number (see permit application for exceptions.)
- Property owners may perform building related trades on property they own. Property owners may perform mechanical trades, such as plumbing, heating & electrical on property they own and occupy, otherwise a licensed contractor is required. Property owners doing their own work will be required to sign the Property Owner Waiver acknowledging their responsibilities to the Minnesota State Building Code, to Zoning Ordinances and to other applicable rules and regulation when they are acting as general contractor. All sub-contractors hired must be licensed and disclosed on the application.
- Rental property owners may perform building trade work. However, all plumbing, HVAC and electrical work on rental property shall be performed by a licensed contractor.
- Property owners renovating dwellings with the intent to sell must be state licensed if performing work on more than one property in a two-year period.

**Inspection Requirements:** The inspection card and approved plans must be on site upon the start of work until the final inspection has been performed and passed. All construction work shall remain accessible and exposed for inspection until approved by the Building Inspection Department.

All required inspections will be listed on the permit card. A final inspection is required upon completion of project and approvals for all other inspections have been complete; please call 651-429-8518 to schedule an inspection. A 24-hour notice is required for all inspections (period is subject change during busy times).

Window and/or doors being installed in new openings will require a framing inspection. Window perimeter and pan flashing should be installed at the time of the rough framing inspection so that the inspector can verify that the window opening is properly flashed.

*Smoke detectors must be in all bedrooms and hallways leading to bedrooms, and on every level of the home per Minnesota State Code, Section R314. Carbon Monoxide detectors must be installed within 10 feet of all bedrooms per Minnesota State Code, Section R315.*

## **Information and guidelines:**

- A building permit is required to install new or replacement of windows and exterior doors. Any changes in the overall size of the window or door opening require a detailed plan to be submitted for City review and approval.
- All window or fenestration products must meet a minimum u-factor of .32. Skylights are required to be a minimum of .55. These requirements are pursuant to Table R402.1.1, Chapter 4, of the Minnesota Residential Energy Code.
- New and replacement windows and doors must be properly flashed. (MSBC R703.4 & 703.4.1).
- Installation of windows and doors must be per manufacturer's requirements.

**Egress Window Information and guidelines:** Basements in dwelling units with habitable space and every sleeping room below the fourth story shall have at least one operable window or door approved for emergency escape or rescue, which shall open directly into a public street, public alley, and yard or exit court. The emergency door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools, special knowledge or effort.

Escape or rescue windows shall have a minimum net clear openable area of 5.7 square feet. The minimum net clear openable height dimension shall be 24 inches. The minimum net clear openable width dimension shall be 20 inches. Note: the use of only one minimum is allowed in the calculation to reach 5.7 sq. ft. (see chart).

***Exception:*** Grade floor openings shall have a minimum net clear opening of 5 square feet. Grade floor opening is a window or other opening located such that the sill height of the opening is not more than 44 inches above or below the finished ground level adjacent to the opening.

When windows are provided as a means of escape or rescue, they shall have a finished clear opening height not more than 44 inches above the floor.

Escape and rescue windows with a finished opening height below the adjacent ground elevation shall have a window well. Window wells at escape or rescue windows shall comply with the following:

A minimum 36" x 36" clear window well floor area is required when the window is open to the egress position.

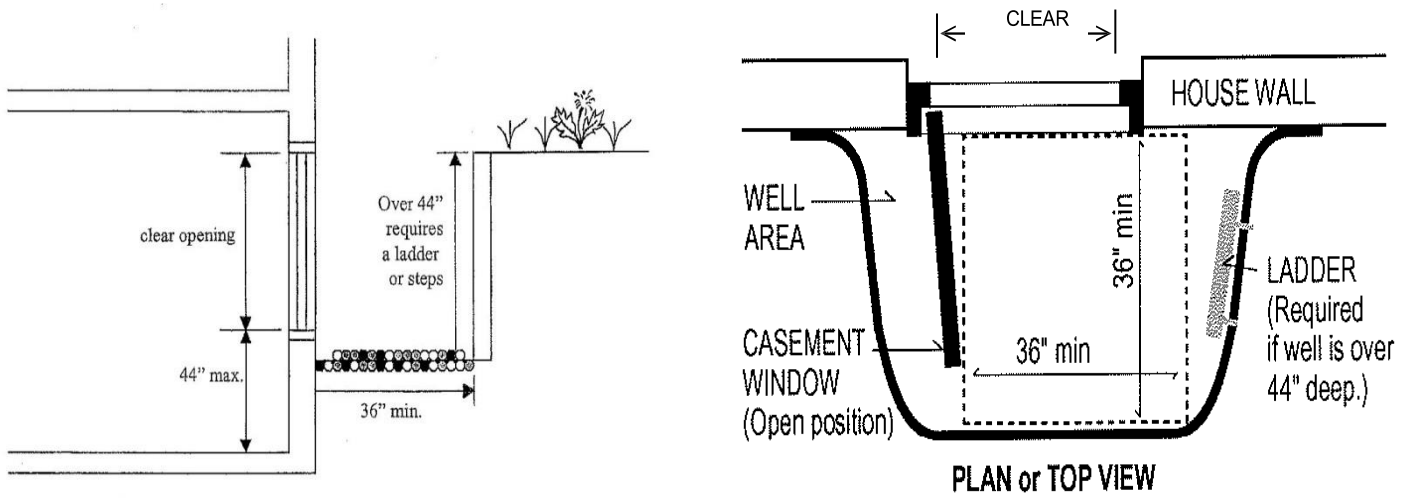
Window wells with a vertical depth of more than 44 inches shall be equipped with an approved permanently affixed ladder or stairs and must be accessible with the window in the fully open egress position. The ladder or stair shall not encroach into the required dimensions of the window well by more than 6 inches.

Bars, covers or similar devices may be installed on emergency escape or rescue windows, doors or window wells, provided:

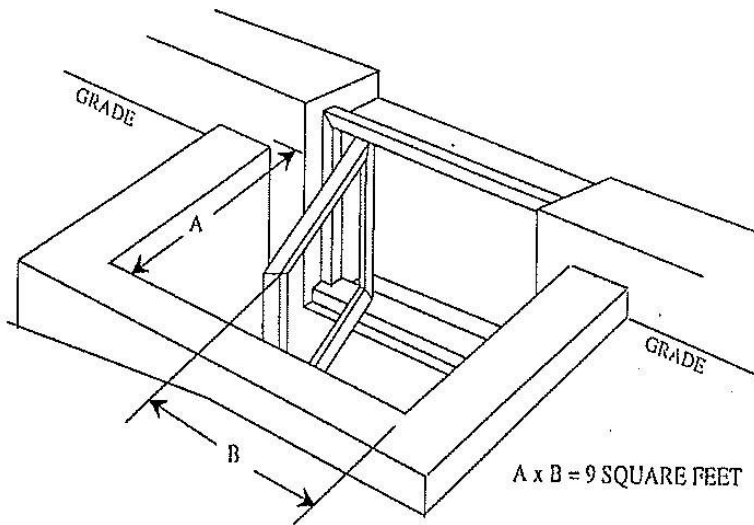
The devices are equipped with approved release mechanisms, which are openable from the inside without the use of a key or special knowledge or effort.

The building is equipped with smoke detectors installed in accordance with Minnesota State Building Code 1309.0314 (I.R.C. 314).

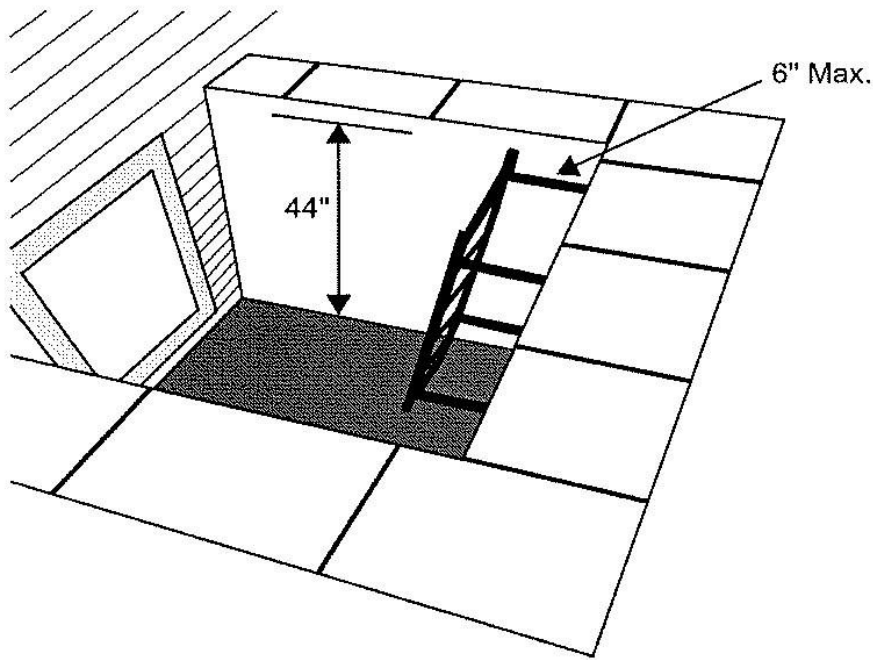
\*Below are examples of drawings that may assist you. They are intended as a guide:



Window wells required for emergency escape and rescue shall have horizontal dimensions that allow the door or window of the emergency escape and rescue opening to be fully opened. The horizontal dimensions of the window well shall provide a minimum net clear area of 9 square feet with a minimum horizontal projection and width of 36 inches.



Window wells with a vertical depth greater than 44 inches below the adjacent ground level shall be equipped with a permanently affixed ladder or steps usable with the window in the fully opened position. The ladder or stairs shall be permitted to encroach a maximum of 6 inches.



Calculating open area for window in square feet

| Height | Width |     |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |
|--------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|
|        | 20"   | 21" | 22" | 23" | 24" | 25" | 26" | 27" | 28" | 29" | 30" | 31"  | 32"  | 33"  | 34"  | 35"  | 36"  |
| 24"    | 3.3   | 3.5 | 3.7 | 3.8 | 4.0 | 4.2 | 4.3 | 4.5 | 4.7 | 4.8 | 5.0 | 5.2  | 5.3  | 5.5  | 5.7  | 5.8  | 6.0  |
| 26"    | 3.6   | 3.8 | 4.0 | 4.2 | 4.3 | 4.5 | 4.7 | 4.9 | 5.1 | 5.2 | 5.4 | 5.5  | 5.8  | 6.0  | 6.1  | 6.3  | 6.5  |
| 28"    | 3.9   | 4.1 | 4.3 | 4.5 | 4.7 | 4.9 | 5.1 | 5.3 | 5.4 | 5.5 | 5.8 | 6.0  | 6.2  | 6.4  | 6.6  | 6.8  | 7.0  |
| 30"    | 4.2   | 4.4 | 4.6 | 4.8 | 5.0 | 5.2 | 5.4 | 5.5 | 5.8 | 6.0 | 6.3 | 6.5  | 6.7  | 6.9  | 7.1  | 7.3  | 7.5  |
| 32"    | 4.4   | 4.7 | 4.9 | 5.1 | 5.3 | 5.5 | 5.8 | 6.0 | 6.2 | 6.4 | 6.7 | 6.9  | 7.1  | 7.3  | 7.6  | 7.8  | 8.0  |
| 34"    | 4.7   | 5.0 | 5.2 | 5.5 | 5.7 | 5.9 | 6.1 | 6.4 | 6.6 | 6.8 | 7.1 | 7.3  | 7.6  | 7.8  | 8.0  | 8.3  | 8.5  |
| 36"    | 5.0   | 5.3 | 5.5 | 5.8 | 6.0 | 6.3 | 6.5 | 6.8 | 7.0 | 7.3 | 7.5 | 7.8  | 8.0  | 8.3  | 8.5  | 8.8  | 9.0  |
| 38"    | 5.3   | 5.5 | 5.8 | 6.1 | 6.3 | 6.6 | 6.9 | 7.1 | 7.4 | 7.7 | 7.9 | 8.2  | 8.4  | 8.7  | 9.0  | 9.2  | 9.5  |
| 40"    | 5.5   | 5.8 | 6.1 | 6.4 | 6.7 | 6.9 | 7.2 | 7.5 | 7.8 | 8.1 | 8.3 | 8.6  | 8.9  | 9.2  | 9.4  | 9.7  | 10.0 |
| 42"    | 5.8   | 6.1 | 6.4 | 6.7 | 7.0 | 7.3 | 7.6 | 7.9 | 8.2 | 8.5 | 8.8 | 9.0  | 9.3  | 9.6  | 9.9  | 10.0 | 10.0 |
| 44"    | 6.1   | 6.4 | 6.7 | 7.0 | 7.3 | 7.6 | 7.9 | 8.3 | 8.6 | 8.9 | 9.2 | 9.5  | 9.8  | 10.0 | 10.0 | 10.0 | 11.0 |
| 46"    | 6.4   | 6.7 | 7.0 | 7.3 | 7.7 | 8.0 | 8.3 | 8.6 | 8.9 | 9.3 | 9.6 | 10.0 | 10.0 | 10.0 | 10.0 | 11.0 | 11.0 |

|            |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>48"</b> | 6.7 | 7.0 | 7.3 | 7.7 | 8.0 | 8.3 | 8.7 | 9.0 | 9.3 | 9.7 | 10. | 10. | 10. | 11. | 11. | 11. | 12. |
| <b>50"</b> | 6.9 | 7.3 | 7.6 | 8.0 | 8.3 | 8.7 | 9.0 | 9.4 | 9.7 | 10. | 10. | 10. | 11. | 11. | 11. | 12. | 12. |
| <b>52"</b> | 7.2 | 7.6 | 7.9 | 8.3 | 8.7 | 9.0 | 9.4 | 9.8 | 10. | 10. | 10. | 11. | 11. | 11. | 12. | 12. | 13. |
| <b>54"</b> | 7.5 | 7.9 | 8.3 | 8.6 | 9.0 | 9.4 | 9.8 | 10. | 10. | 10. | 11. | 11. | 12. | 12. | 12. | 13. | 13. |
| <b>56"</b> | 7.8 | 8.2 | 8.6 | 8.9 | 9.3 | 9.7 | 10. | 10. | 10. | 11. | 11. | 12. | 12. | 12. | 13. | 13. | 14. |
| <b>58"</b> | 8.0 | 8.5 | 8.9 | 9.3 | 9.7 | 10. | 10. | 10. | 11. | 11. | 12. | 12. | 12. | 13. | 13. | 14. | 14. |
| <b>60"</b> | 8.3 | 8.8 | 9.2 | 9.6 | 10. | 10. | 10. | 11. | 11. | 12. | 12. | 12. | 13. | 13. | 14. | 14. | 15. |

**Code history requirements for dwelling egress windows:** The chart below indicates the minimum allowable size of egress windows when reducing the size of a window opening. The minimum allowable size is determined by the year the home was built.

| <b>U.B.C.</b>      | <b>Section</b> | <b>Sill height</b> | <b>Net opening</b> | <b>Minimum height</b> | <b>Minimum width</b> |
|--------------------|----------------|--------------------|--------------------|-----------------------|----------------------|
| <b>1961</b>        | No requirement | No requirement     | No requirement     | No requirement        | No requirement       |
| <b>1964</b>        | 3320.0         | 48"                | 5.0 Square feet    | 24"                   | 24"                  |
| <b>1967</b>        | 3320.0         | 48"                | 5.0 Square feet    | 22"                   | 22"                  |
| <b>1970 - 1973</b> | 1404.0         | 48"                | 5.0 Square feet    | 22"                   | 22"                  |
| <b>1976</b>        | 1404.0         | 44"                | 5.7 Square feet    | 24"                   | 20"                  |
| <b>1979 - 1991</b> | 1204.0         | 44"                | 5.7 Square feet    | 24"                   | 20"                  |
| <b>1994</b>        | 310.4          | 44"                | 5.7 Square feet    | 24"                   | 20"                  |

*This document is for information purposes only and not intended to address every situation for the permit and plan review process.*