

Important

Replacement Window/Door Inspection Process Effective July 1, 2013

Upon receipt of the permit for Window and/or Door replacement, the following steps must be followed:

1. Schedule a “Window Buck” inspection. The morning of the scheduled inspection, contact the building department to obtain an approximate time to meet the inspector at the site.
2. Have at least one (1) window/door and sill removed from the opening for the inspector to see the existing installation. The inspector will determine if the existing bucks and sills are sufficient to meet the requirements of the respective Notices of Acceptance/Product Approval. The inspector will also determine and advise, depending on the size and scope of the project, if additional inspections will be required prior to final inspection.
3. Proceed with the installation of the window(s)/door(s), including replacement of bucks and filling of sills (as required). **Do not install any snap-on type covers if fasteners will be hidden from view, until final inspection has been approved.**
4. Take DETAILED photographs of each opening, numbered per the approved plan layout. The photos should clearly show the installed bucks will meet the requirements of the Notice of Acceptance/Product Approval. Photos should also clearly show the sills have been sufficiently filled to fully support the frames and provide protection from air infiltration and wind driven rain.
5. Schedule the final inspection and provide photos and signed “Window/Door Buck Affidavit.”

Photos that are not sufficient in number and detail will not be accepted and may result in the Windows/Doors being removed in order to complete the buck inspection.

Engineer letters will not be accepted without PRIOR approval of the Building Official.