



## EMERGENCY ESCAPES

### PERMITS

- Work involving the installation of a new emergency escape window and/or window well or the replacement of an existing emergency escape window requires a building permit. Building permits must be obtained from the city prior to starting the work.

Building Permit Applications are available at City Hall or they are available on our website: [www.sartellmn.com](http://www.sartellmn.com) Completed permit application and required submittal documents can be dropped off at the City Hall front counter during normal business hours, mailed in or dropped off in the overnight box located in front of the city offices. Normal turnaround time for the permit is 3-5 business days. Upon completion of the review and approval of the plans the applicant will be notified that the permit is ready to be picked up and paid for. Permits for replacement windows do not require plans and may be purchased over the counter at the city offices. Work must not be started until the permit has been approved and picked up from the City.

### PLAN SUBMITTAL

- Plans must show the location of the new window(s) installation, size and type of window to be installed, sill height above the finished floor, construction materials and header size.
- If the new egress window is to be installed in a lower level and the exterior grade is higher than the 44 inch sill height of the window, a window well is required on the exterior side of the window.
- Permits for installing a replacement emergency escape window do not require plans and may be purchased over the counter at the Sartell City Office.

### WINDOW REQUIREMENTS

#### **New Installation:**

- Emergency escape windows must have a net clear opening of 5.7 square feet (grade floor openings must have a minimum net clear opening of 5.0 square feet).
- The minimum net clear opening height must be 24 inches.
- The minimum net clear opening width must be 20 inches.
- The sill height must not exceed 44 inches measured from the finished floor.

### **Replacements:**

- Must be the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.
- The window must be the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening.
- Special requirements for dwellings used as a licensed facility and licensed as a rental housing unit in Sartell.
  1. Minimum of 20 inches in clear opening width;
  2. Minimum of 20 inches in clear opening height;
  3. Minimum of 648 square inches (4.5 square feet) clear opening; and
  4. Maximum of 48 inches from the floor to the sill height.

### **WINDOW WELL REQUIREMENTS**

- The minimum horizontal area of the window well must be 9 square feet.
- The minimum horizontal projection measuring perpendicular from the house wall is 36 inches.
- The minimum width measuring parallel with the home is 36 inches.
- Window wells with a vertical depth greater than 44 inches shall be equipped with a permanently fixed ladder or stair usable with window in the full open position. Ladder rungs or stairs shall have a minimum inside width of 12 inches, shall project at least 3 inches but no more than 6 from the wall and be spaced not more than 18 inches vertically on center. Ladders or stairs must not obstruct the opening of the window.
- New window wells shall be designed for proper drainage.

### **ADDITIONAL REQUIREMENTS**

- Emergency escape openings shall be operational from the inside of the room without the use of keys, tools or special knowledge.
- Windows with approved window opening control devices and installed in accordance with ASTM F 2090 shall not require the use of keys or tools to operate.
- Bars, screens, or grills are permitted over the window well provided that such covers do not minimize the required net clear opening of the window or well and they are releasable and/or removable from the inside without the use of any key, tools, special knowledge or force greater than that which is required for normal operation of the escape and rescue opening.
- Decks or porches are allowed to be installed over emergency escape windows or window wells provided it does not restrict the opening of the window and there is a minimum vertical clearance of 36 inches in height maintained to an open yard.

## **INSPECTIONS**

1. Framing: This inspection must be completed when the installation requires cutting and framing a new opening or altering an existing opening. The framing inspection must be completed prior to covering the framing on the interior side of the home.
2. Final inspection: When the interior and exterior work is completed a final inspection is required. Smoke detectors are required in locations as required for new construction when a building permit is obtained for the installation of an egress window. This will be verified by the city inspector on the final inspection.

## **SCHEDULING AN INSPECTION**

Inspections are performed Monday thru Friday 8:00 AM to 4:00 PM. Please call 320-258-7317 to schedule your inspection, 24 hours in advance.

If you have any questions regarding any of the information provided in this handout please call the City of Sartell Building Department at 320-258-7317.