



## What do I need to bring to the counter?

- Photographs of the existing house on each side that clearly shows the windows.
- A floor plan showing the location and use of rooms, walkways and other internal features. Provide dimensions of the proposed window(s), specifying length and height, type and style of windows.
- Catalog brochure of new window.
- Information about State Energy Code Compliance. The manufacturer's specifications will provide this information.

## How much are the fees?

The Planning Division review fee is \$70 for window replacements, and can be reviewed over the counter during regular counter hours as long as all the information is submitted at the time.

The Building Division fee is based on the cost of the installation of the window materials and labor.

## How can I get more information?

Contact Planning and Building and Safety Divisions at 626.308.2806 if you have questions. We can give you a checklist of the information you need to provide when you are ready to change your windows, or you can download the checklist from our website.

## Counter Hours

**Monday through Friday from  
8 a.m. to 1 p.m. and 3 p.m. to 5 p.m.**

**We encourage you to call for an appointment so that we can provide you personalized attention.**

This brochure is intended to provide useful guidance about window replacement issues, but is not a comprehensive listing of applicable codes. We encourage you to consult with our planning and building personnel for more information.



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## *What You Need to Know to Replace Your Windows*

### **Frequently Asked Questions**

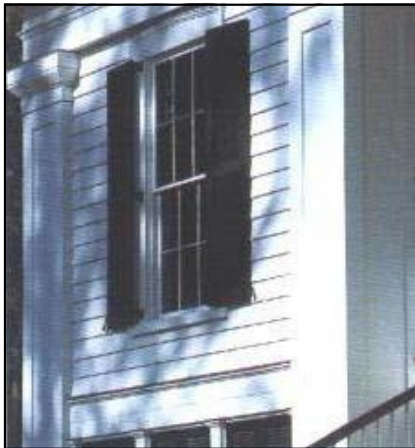
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City of San Gabriel  
Community Development  
Department

Tel: (626) 308-2806

**T**he windows are like the eyes to a face. The face your house presents to the street says a lot. It says that the homeowner has pride of ownership, cares about the architectural integrity of the house, and gives character to the home.

Installing the correct style of window on the house preserves and enhances the value of your home. A poor choice of replacement windows can mean the difference between great curb appeal and an architectural mish mash.



## What is a replacement window?

A residential window replacement is what occurs when you take out the existing window and put in a new one.

To preserve the architectural character of your home, you should plan to use one style of window. Not all standardized modern windows suit the original architecture of the house.

Staff is happy to work with you in finding alternatives that meet your needs and are appropriate for the age and design of your home. Please bring photographs of all sides of the house, showing the existing windows. We can use this information to offer suggestions.

## What types of windows are there?

- Vinyl Frame: This is the most affordable frame, but usually comes only in white and the color may fade over time.
- Aluminum Frame: These frames are very affordable, however they are not reliable insulators from heat or cold.
- Solid Wood Frame: Nothing beats wood aesthetically and for insulation. It is more costly and must be maintained.
- Aluminum or Vinyl Clad Frame: This frame is the most expensive. It has wood on the inside and aluminum or vinyl on the outside, and insulates from heat and cold.

## What styles of windows are there?

- Single or Double Hung: The window slides up and down.
- Sliding: One side of the window is fixed and the other slides side to side.
- Casement: The window swings in and out.
- Fixed: The window cannot be opened.
- Bay: The window projects outward from the main walls of a building and forms a bay in a room.

## What style of window should I use?

The City's adopted Single-Family Residential Design Guidelines states: ... that an addition shall maintain the integrity of the original house—in detailing... substance... which all adds character to your house.

Character-defining features should be protected and complemented by any addition. All new windows should be installed to match the existing windows. You do not want to mix double-hung windows with sliders. These styles come from very different eras and sources, and may not match the period of architectural style.

The existing window frame and detailing should be maintained or replaced with similar materials such as wood sill, moldings, and/or shutters. Recessed windows should be used, which establishes a look of substance and high quality, rather than a flat and uninspired appearance.