



# EGRESS WINDOW HANDOUT

Department of Building Safety | 3800 Laverne Ave N, Lake Elmo, MN 55042  
Office: 651-747-3900

The following information is provided as a general guide to assist property owners or contractors installing an egress window.

If you have any additional questions, please contact the Department of Building Safety at 651-747-3910.

## REQUIREMENTS

- A completed building permit application.
- If a window well is required, a copy of a Certificate of Survey or site plan drawn to scale showing property lines, existing buildings and the proposed window well location.
- Two (2) copies of building plans. All structural members must be sized to properly support all loads. The following items must be included with the egress window plans:
  - All dimensions of the egress window and/or window well drawn to scale.
  - Complete elevation drawing of the elevation to be altered. The window elevation should show what level the window is on and how many stories are above it.
  - A section showing the header size, the distance of the window sill to the floor and the depth of the window well if applicable.
  - Type and size of all materials used.

## PICKING UP THE PERMIT

Your application will be reviewed for code compliance and setback requirements. Permit fees will be calculated and you will be notified when the permit is ready. Before digging, call Gopher State One to locate utilities 48 hours in advance.

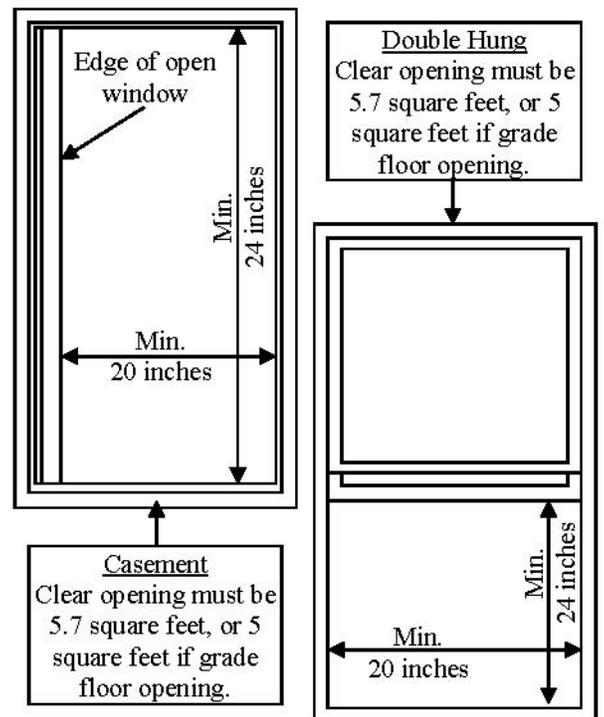
## CALLING FOR INSPECTIONS

Please call (651) 747-3900 **48** hours in advance for inspections. The following inspections are required:

- FRAMING INSPECTION – Before interior and exterior coverings are installed and window well is complete.
- FINAL INSPECTION – When interior and exterior are complete and window is fully trimmed.

## BUILDING CODE REQUIREMENTS

- Basements and every sleeping room shall have at least one operable emergency and rescue opening. The required emergency and rescue opening in the bedrooms located in the basement satisfies the requirement of the basement having an emergency and rescue opening.
- The bottom sill of egress windows shall be no more than 44" above the finished floor height.
- Egress windows shall have a clear opening measured when the operable part of the window is completely open of 5.7 square feet and meeting the following minimum dimensions:
  - Minimum clear opening width = 20"
  - Minimum clear opening height = 24"
  - Windows with a bottom sill height of no more than 44" above or below grade are allowed to be a minimum of 5 square feet.
- Egress windows shall be operational from the inside of the room without the use of keys or special knowledge.



- Below grade egress windows shall be installed with an egress window well meeting the following minimum dimensions:
  - Minimum horizontal dimension of 36" by 36" and allow the window to be fully opened.
  - Ladders or steps shall be required from window wells deeper than 44" and are allowed to project a maximum of 6" into the required well.
  - Ladders shall be permanently fixed and have a minimum interior width of 12", project at least 3" from the wall of the well and have rungs spaced no more than 18" vertically for the full height of the well.
- Window wells are allowed to be covered with covers or screens provided that the net clear opening length and width of the cover or screen when open meets that of the egress window itself as stated earlier.
- Egress windows may be placed under decks or other projections provided the window can be fully opened and provides a path not less than 36" in height to a yard or court.
- All windows must have a minimum U-Factor of 0.32 in accordance with the 2015 Minnesota Energy Code, Chapter 4 R314.1.
- Smoke detectors must be in all bedrooms, hallways leading to bedrooms and on every level of the home in accordance with the 2015 Minnesota Residential Code R314.1.
- Carbon Monoxide detectors must be installed within 10' of all bedrooms in accordance with the 2015 Minnesota Residential Code R315.1.

