

Residential Window / Glass Door Replacements

General Information

A permit is required for the installation/replacement of windows and/or glass doors. If a contractor is used, that contractor must be registered in the City of Lewisville.

Plans submittal requirements

1. Key plan for all windows and glass doors, noting size, operability, U-Factor/SHGC, location.
2. Floor plan, all rooms labeled as to their use, location of windows.
3. Specification sheet supplied with maximum U-Factor and SHGC.
4. Windows located in *hazardous locations** must be tempered.
5. U-Factor for windows - .35 or less.
6. SHGC - .25 or less.

Fees

A permit fee is required.

Inspections

An inspection will be required upon completion of work. Once the work is complete, the contractor shall request a final inspection.

Online Contractor Registration, Application and Inspections

Effective October 1, 2019, the City of Lewisville's NEW online permitting & inspections system can be found at www.mygovernmentonline.org.

You must create an account in order to register as a contractor, apply for permits or request inspections.

To create an account...

Click CREATE ACCOUNT in the upper right corner of the home page, fill out all required fields, then click CREATE ACCOUNT.

To register as a contractor...

Hover your cursor over PERMITS & LICENSING in the upper left corner of the home page, then click APPLY ONLINE. While filling out the application, select PERMIT when asked which “Project Type” you’re applying for. Select CONTRACTOR REGISTRATION when asked which “Application Type” you’re applying for. Fill out all required fields and submit your completed application for review.

To apply for a permit...

Hover your cursor over PERMITS & LICENSING in the upper left corner of the home page, then click APPLY ONLINE. While filling out the application, select PERMIT when asked which “Project Type” you’re applying for. Select WINDOW - RESIDENTIAL when asked which “Application Type” you’re applying for. Fill out all required fields and submit your completed application for review.

To request an inspection...

You must first search for and locate the permit for which you would like to request an inspection. Hover your cursor over PERMITS & LICENSING in the upper left corner of the home page, then click SEARCH PERMITS. Once you locate your permit, click the REQUEST INSPECTION button on the right side of the permit listing. Fill out all required fields, then click ADD.

Contact our Customer Support Line at 866-957-3764, extension #1, for assistance with online accounts, applications and inspections.

Hazardous Locations/Tempered Glass Requirements*

Tempered glass is a chemically or heat-treated glass that is 4-5 times stronger than ordinary glass. The treated glass, also known as “safety glass”, reduces risks of further injury. When the glass breaks, it will shatter into hundreds or even thousands of tiny round pieces instead of large sharp pieces with jagged edges. Home appliances, such as microwaves, and automobiles are common items that use tempered glass. Tempered glass is used for your protection. It is easier to clean up and less likely to cause additional harm when shattered.

Section R308 of the International Residential Code requires tempered glass be used in hazardous locations. To help determine if tempered glass is required, please ask yourself the following questions. If any of the answers are YES, then tempered glass will be required.

1. Does the location swing, slide or use a bifold?
2. Is it around a bathtub?
3. Is the window larger than 9 square feet?
4. Is the bottom of the windows LESS than 1.5 feet from the floor?
5. Is the top of the window MORE than 3 feet from the floor?
6. Is the window within 3 feet of a door?
7. Is the window facing a hot tub, spa, swimming pool?

Safety is a major priority for The City of Lewisville. If tempered glass is not used in the proper locations, the inspection will not pass. If you have any additional questions, please call our office at 972.219.3470.