

Checklist for Basement Egress Windows

All drawings must be drawn to scale on 8 ½" x 11" sheets

- Plot plan showing footprint of house and other structures and driveway, and window well
- Basement floor plan (to scale) including all windows, rooms, mechanical equipment, etc.
- Photos showing elevation where egress window is proposed and close up of area. If an existing window is proposed to be replaced, include a photo of that window.
- Description of existing window, if applicable: dimensions, materials, style, age
- Description of proposed window: dimensions, materials, style, cut sheet, profile
- Well dimensions width/depth from house/depth of well/height above grade
- Well materials
- Information on anything else proposed: ladder, well cover, bollards, etc.
- Any other information that will clarify the proposed work

For basement egress window:

- If enlarging an existing basement window, if possible make the existing opening deeper but not wider to retain the above grade proportion of the window.
- Basement egress windows should be located on the back of the building. Wells on the side near the back will be reviewed on a case by case basis. Floorplans should be used to show conditions (such as washers/dryers/furnaces/bathrooms/porches) that prevent egress windows from being located on the rear elevation.
- Glass in the proposed window must be at a similar depth from the exterior wall face as the glass in existing basement windows.