

City of Schertz
Planning & Community Development
Residential Window Replacement Permit Requirements

A building permit is required for window replacement. The following information was compiled to assist residents who wish to replace their windows this replacement and warranty work.

Permit Submittal Requirements are as follows:

- Building Permit Application
- Floodplain Permit Application and materials list. (if applicable)

Permit Fees:

- See [Permit Fee Schedule](#)

General Requirements:

- Provide weather stripping around window frame.
- The cavity between the wood framing and the window frame shall be insulated with fiberglass insulation or foam insulation to the depth of the window frame.

Inspection Checklist:

- Final

To request an inspection, please visit Schertz.com and under the “How do I” tab select “Request an Inspection”. Inspection requests received by 6:00 a.m. will be inspected the same business day. Any request received after 6:00 a.m. will be performed the next business day.

If you have any questions regarding these requirements, please contact the Inspections Division at 210-619-1750 during our regular business hours. Monday through Friday, from 8:00 a.m. to 5:00 p.m.