



WINDOW AND SHUTTER REPLACEMENT

- Doors and windows shall not be eliminated.
- Windows shall not be replaced with glass block (except basement windows or where it was originally present)
- New windows shall match the original in style and window mullion divisions.
- Window type must match the original (double hung, casement, hopper, etc.)
- Window size and proportion shall match the original as closely as possible.
- Window sashes and panes shall match the old: snap-in or between the glass muntins may be used, though true divided lights or simulated divided lights achieve this look more effectively.
- Slider windows look out-of-place on most Cleveland Heights homes.
- Replacement shutters' size and proportion should match the originals as closely as possible.

What is involved in obtaining a permit?

The following must be submitted:

- Clear photos, using a 35mm or digital camera (no Polaroids, please), of all sides of your home.
- One close-up photograph of each type of existing window.
- A measurement of the existing windows and proposed replacement windows.
- Description of proposed replacement windows.
- All contractors must be registered.

*Any deviations from the above rules shall require approval of the Architectural Board of Review, and/or in certain instances, the Building Commissioner.

See Information Sheet on next page for additional guidelines.

For more information, please call (216) 291-4900.



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INFORMATION, QUESTIONS & ANSWERS ABOUT WINDOW AND SHUTTER REPLACEMENT

I am thinking about installing replacement windows in my home. Is there anything I should know?

While new products are thought to be more energy efficient, it is important to preserve your home's historic character, as well as to consider the expense of newer products. Replacement windows often appear "flat" without the window panes, moldings, and details of original wood or steel windows. Don't dismiss old windows because they don't open smoothly (or at all), they rattle, are drafty, or the glass is cracked. These time-tested windows can be repaired and will last for generations if properly maintained. If heat loss is of concern, original, well-maintained windows with quality storm windows offer insulation equal to new windows at a fraction of the cost.

Why should the home's historic character be important to me?

Each home contributes to the charm and historic character of our city's neighborhoods. The original windows and shutters are authentic and unique.

There are so many different types and materials of windows, how do I decide?*

In general, you get what you pay for: vinyl windows are the least expensive, but are not as attractive or durable; vinyl clad wood windows are a step up; and aluminum-clad wood windows are even better. (Cladding wraps the exterior of the wood window to increase the window's longevity.) Of course, new painted or stained wood windows would be the closest match to an original wood window, and a steel replacement would be appropriate for an original steel window. Most new windows are double glazed, meaning that there are two layers of glass with a gas-filled void to improve energy efficiency. Another option for a rotted original sash is to replace that sash - most lumber yards have standard sizes in stock or can make one to order at a fraction of the cost of an entirely new window.

What if I want to eliminate a window opening or install glass block?

We strongly recommend against eliminating windows or doors and against replacing a window using glass block (except in basement windows or where it was originally present, otherwise an appearance before the Architectural Board of Review would be required).

Are there any steadfast rules when it comes to installing replacement windows?

Yes, you should be aware of the following:

- Window type must match the original (double hung, casement, hopper, etc.)
- Window size and proportion should match the original as closely as possible.
- Window sashes and panes should match the old: Snap-in or between the glass muntins may be used, though true divided lights or simulated divided lights achieve this look more effectively.
- Slider windows look out-of-place on most Cleveland Heights homes.

What type of permit is needed to install replacement windows?

Only a Building Permit is required as long as the new windows match the original in size, style and window mullion divisions (see diagram on back), otherwise an appearance before the Architectural Board of Review is required.

* A helpful article, "The Window Decision," appeared in Old House Journal, November/December 1999—check your local library or call the Department of Planning and Development's Historic Preservation Planner at (216) 291-4885.

WINDOW TYPES:

DOUBLE HUNG WINDOW:

A window that consists of two framed-glass panels that slide open vertically, guided by a metal or wood track.

CASEMENT WINDOW:

A window that consists of one framed-glass panel and is hinged on the side. It swings outward from the opening at the turn of a crank.

HOPPER WINDOW:

A window with a single framed-glass panel. It is hinged at the bottom to swing in when it is open.

AWNING WINDOW:

A window with a single framed-glass panel. It is hinged at the top to swing out when it is open.

SLIDER WINDOW:

A window that consists of two framed glass panels that slide open horizontally, guided by a metal or wood track (not recommended).

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