

Security Bar Mechanism Certificate of Proper Installation Form



This form applies specifically to windows and doors that provide the egress for emergency escape. It provides a form for Certificate of Proper Installation and also outlines the requirements for security mechanisms. The requirements are applicable regardless of when the security device was installed.

After properly installing and testing the quick-release mechanisms of security bars, grills, grates, security roll down shutters, or similar devices, the installer must complete a Certificate of Proper Installation for each dwelling unit. During final inspection, the certificate must be provided to the Building Inspector. The certificate will be returned to the owner or tenant for their records.

CERTIFICATE OF PROPER INSTALLATION

PROPERTY ADDRESS:	Number / Street:	
	City / State:	Zip Code:
INSTALLATION COMPANY:		
COMPANY PHONE #:		
<p>I certify that:</p> <ul style="list-style-type: none"> All release mechanisms have been tested and verified to ensure that the installation is in compliance with the Building Division requirements outlined on this form. Occupants have been instructed on proper activation of the release mechanism. Owner has been instructed on proper maintenance of the release mechanism. 		
● SIGNATURE of Installer		DATE
● PRINT NAME		

REQUIREMENTS FOR SECURITY AND QUICK-RELEASE MECHANISMS

REFERENCE Uniform Building Code (UBC) Section 310.4 and San Jose Municipal Code Section 4.46.30.D

Uniform Building Code Section 310.4 specifies that a basement and sleeping rooms below the fourth floor shall have at least one operable window or exterior door approved for emergency escape. Bars, grills, grates, security roll down shutters, or similar devices may be installed on emergency escape or rescue windows, doors, or window wells ONLY IF:

- The devices have approved release mechanisms that are operable from the inside without the use of a key or special knowledge or effort; and
- The building has smoke detectors installed per UBC Section 310.9; this includes smoke detectors within each sleeping room, corridor, or area adjacent to each separate sleeping area, on each story, and in basements.

The following specific requirements apply:

- Window quick-release latch specifications.** The quick-release latch for egress windows must be:
 - Unobstructed, readily visible, and accessible
 - Actuated by a readily accessible knob, handle or button that may be either grasped by hand and operated by a single twist, turn or pull, or by pedal which may be pushed by foot. Slide bolts, pull chain bolts, and releases requiring both hands for actuation are prohibited.
 - Functional with no more than 10 pounds of force to unlatch the security device to the fully opened position
 - Mounted no more than 36 inches from the edge of the window and no more than 48 inches above the finished floor as measured from the center of the device

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2. **Door device specifications.** Security devices over emergency escape doors may use a night latch, dead bolt, or security chain, provided such devices are operable from the inside without the use of key or special tool.
3. **Proper installation.** A licensed contractor, building owner or his representative must properly install each quick-release device per manufacturer instructions.
4. **Smoke detectors** installed per UBC Section 310.9 must be properly installed.
5. **Adequate light, ventilation, and clear space.** The installed security devices must not restrict the available light or ventilation through the required windows by more than 15%. When open, the bars must not diminish the required minimum clear opening area of the egress window or exit door.
6. **Long-term functionality.** The release mechanism must be manufactured from corrosive-resistant material. The manufacturer must provide maintenance instructions to the building owner to ensure proper long-term functionality.
7. **Test and inspection.** Installers will be required to test each release mechanism and complete the attached certificate to verify that the installation fully complies with this Policy. Field testing of each device must be witnessed by the Building Inspector prior to acceptance.

BUILDING PERMIT PROCESS

A building permit is required for the new installation of any security bars, grills, grates or other security mechanism as well as for the retrofit installation of any quick release mechanism installed over the required bedroom egress opening. Building permits will be issued over the counter with no plan or elevation being required. The permit applicant must stipulate on the permit application that the installed bars will comply with the requirements outlined on this form.

Fees. A minimum permit fee will be charged for single-family houses. For multi-unit buildings, the standard procedure of utilizing the valuation of the work and the number of units impacted will be used to assess the permit fees. When window bar abatement projects are funded by the City Housing Department to replace fixed bars with complying security bars, related construction taxes will not be assessed (per Municipal Code Section 4.46.30.D).

INSPECTION PROCESS

A final inspection is the only required inspection required. During this inspection, the following will take place:

- The completed Certificate of Proper Installation for each dwelling unit must be made available to the Building Inspector. The certificate will be returned to the owner or tenant for their records.
- Each release mechanism will be verified as properly located, and operation of all release mechanisms will be tested. The contractor or owner of the property will be responsible to reset each released mechanism and to close the window grill.
- Installation and functionality of smoke detectors as per UBC 310.9 will be verified.