

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Commercial Windows/Doors

Plan Reviews: Building Review, Fire Review, Planning Review, Structural Review

Inspections: Buck / Anchors, Building Final, Fire Final, Notice Of Commencement - Certificate, Planning Final

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Existing and proposed floor plan showing the location of the doors / windows being installed.
- Exterior door/window elevation, door/window schedule stating the frame type, finish and color of the glass
- Photos of windows to be replaced

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)