

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

## **Building - Residential Windows/Curtain Walls/Storefronts/Glass Glazing**

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

**Inspections:** Buck / Anchors, Building 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
- Special Inspector Form
- Construction Cost Affidavit
- 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.
- Master Building Permit Number (if applicable)
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)