



Planning and Building Agency
 Planning Division
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WINDOW REPLACEMENT/ADDITION SUBMITTAL CHECKLIST

The intent of the window replacement policy is to preserve the strong architectural value windows provide to a building. A window change out is defined as the replacement of existing windows with windows of the same size and type (operation), to be installed in the same location as previous ones. Removal of any architectural feature, such as the window trim/surround, or proposals for new window sizes, styles, trim, or location, will be considered as a façade remodel. Façade remodels will require submittal of elevations and photographs for proper evaluation. In addition, removal of any architectural feature will require replacement with another feature of equal architectural value. For example, existing window trim removed as part of a window change out should be replaced with a complementary trim material.

Applicants requesting a window replacement or addition need to submit the following:

- Photographs(s) of the building from street view.
- Photographs showing complete building elevations where changes are proposed. Photographs of individual windows may be required if the comprehensive photo is not clear.
- A floor plan indicating the following:
 - Location of all windows on the house indicating if they are existing or proposed.
 - Size of existing and proposed windows. Note width first and height second.
 - Type of existing and proposed windows, such as slider, single hung, casement, fixed, etc.
 - Material of existing and proposed windows, such as wood, aluminum, vinyl, etc.
- An elevation of a typical window(s) showing the following:
 - Windowpane configuration (lights), such as single light, 6-lights over one.
 - Proposed or existing exterior window trim surround, shutters, etc. to remain.

In addition to the Planning Division submittal requirements, the Building Division requires the following information (refer to the Building Division handout):

- Indicate the height from the windowsill to the floor.
- Indicate all room sizes on the floor plan.
- Indicate the distance from all exterior walls to adjacent property lines.

Please refer to the Building Division’s Window Change-out handout for additional pertinent information.

Are any other changes to the exterior of the building being proposed? Yes No

Please explain: _____

