



## **RESIDENTIAL WINDOWS/DOORS** Permit Submittal Information

### ***Required documents:***

1. Completed and signed Building Permit application with Email addresses.
2. Provide site plan illustrating the location of the building the application applies.
3. Provide a floor plan **to scale** that illustrate the window(s) / door(s) / skylight that will be installed (new) or replaced.
  - a. The U – value and SHGC values for each fenestration item.
  - b. Provide the installation method for each window/door, or skylight, which includes weather barrier protection.
  - c. Indicate width and length of each window and door.
  - d. Indicate the type of window and whether operable or fixed.
  - e. Provide the window or door beam size and length, if applicable.
    - i. **Note:** If any of the work requires structure, engineering the Express Line will not be able to process the permit.
4. An elevation plan may be required by Zoning.

### ***Submit to:***

1. **EXPRESS LINE**

### ***Required approvals:***

1. Zoning
2. Building

### ***Required Inspections:***

1. Rough-in – Building
2. Final – Building

### ***Permits required.***

1. Building