An application must be submitted including the following documents and information:

- Photographs of all façades of the existing building, identifying the windows or doors to be replaced and coordinated with quote.

- The manufacturer’s specification for all windows and doors which are being modified. For custom-made windows or doors: shop drawings will be required.

- Architectural scaled elevations of each façade being modified showing the final appearance, if the window or door styles are changed. If the window opening is widened, a dimensioned lintel detail stamped and signed by a structural engineer.

- One complete set of drawings folded to 8-1/2” x 14” (one extra complete set of scaled drawings may be required).

*Application for plan review signed by the owner or accompanied by an original letter of authorization signed by the owner with the application fee and a letter describing the scope of the work.