NEW CONSTRUCTION
☐ Include map of property
☐ Drawing to scale of all elevations; sizes and styles of windows and doors must be indicated on drawings
☐ Exterior specifications—list visible materials, siding, roofing, etc… on or attached to drawings
☐ Lighting and signage details for commercial buildings (see Sign Requirements)

ADDITION TO A STRUCTURE
☐ Include a map of property
☐ Drawings to scale of addition including the existing building
☐ Photographs of the building, all elevations affected by addition
☐ Sizes, styles of windows and doors must be shown on drawings; indicate which are new, existing or replacement
☐ Materials and colors to be used must be listed on drawings

REPLACEMENT OF WINDOWS/DOORS
☐ Size and style of existing and proposed window/door—width and height
☐ Scaled drawings or photographs of affected elevations
☐ Materials and colors; manufacturer’s tear sheet

SIDING
☐ Type of siding, smooth or textured; provide sample of proposed siding
☐ Reveal of existing proposed siding
☐ How will the building be prepared for siding? How will trim be treated
☐ Photographs of building

ROOF
☐ CHECK THIS BOX TO REQUEST EMERGENCY REPAIRS (see item 4 below)
☐ Existing roof type, materials and colors
☐ Proposed materials and colors (provide sample)
☐ Photographs of building/roof/evidence of damage if emergency situation

SIGNS/AWNINGS
☐ Detailed drawing of sign and/or awning
☐ Proposed placement of the sign and/or awning
☐ Colors, materials and any lighting to be used
☐ Photographs of the building showing where sign is to be placed

FENCE
☐ Include location map showing where fence will be placed
☐ Style (picket, board on board, etc) – include drawing or picture of style with dimensions of parts
☐ Height, material, color
☐ Photograph of area where fence will be installed

PAINT
☐ Description of existing color scheme and proposed color scheme; include color swatches showing body color, trim color, special or decorative accents; using paint or stain?
☐ Height, material, color
☐ Photograph of building

EXTERIOR RENOVATION/REPAIRS
☐ Photographs of existing building, include all elevations and wide shots showing building relationship to neighboring structures

DEMOLITION
☐ Photographs of existing building; include all elevations and wide shots showing building relationship to neighboring structures
☐ Detailed description of what will replace demolished structure, if anything (see New Construction above)
☐ Reasons for demolition including emergency/health/safety issues or court orders

OTHER
☐ Provide details of project (eg Installation of a pool; major landscaping and/or removal of trees; storage shed, etc)