

## **Window Addition & Replacement** **Review Checklist**

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed application form filled out with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time the application is submitted.
3. Exterior elevations or color photographs – Two (2) copies are required for individual lots or three (3) copies are required for townhouses. Provide specific information of existing locations of windows to be added or replaced typical.
4. Provide a color brochure from the window manufacturer specific to the proposed new or replacement windows and specify the proposed color and material.
5. If you are replacing windows in a townhouse, you must match your neighbors existing windows if they have been replaced. If the neighbor's windows have not been replaced, you may choose the window type and they must follow suit. Window replacement must also be approved by MTI after RMA approval.