

Window Alterations or Addition to Existing Exterior Walls

Project Name:	
Project Address:	
Applicant:	
Applicant Address:	

	The following items are required for plan review:	YES	N/A
1.0	Legible site plans – digital or hard copy drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing and new buildings, boundaries and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhangs sizes.		
2.0	Construction drawings - digital or hard copy drawn to scale and dimensioned		
2.1	Elevation drawings must be provided that include calculation of all existing and new glazed openings (HIRF requirements must be checked) when new window openings are being cut into the exterior walls.		
2.2	Details showing the existing window sizes and type (prior to renovation).		
2.3	Details showing new window sizes and type of windows (slider, hopper, casement or awning) and the use of the rooms in which they were located.		
2.4	Lintel (header) size and ply for all new and altered openings.		
2.5	Details on lintel (roof only or floor joist and roof rafters/trusses).		
2.6	Opening widths larger than 1.2m being cut into the concrete foundation will require a Professional Engineers design.		
2.7	Window well and drainage rock, where required for basement windows		
3.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single-Family Dwelling.		
3.1	Additional permits may be required for alterations to the electrical or mechanical services located in the exterior walls.		
4.0	Additional documents		
4.1	Engineer stamped design drawings for openings wider than 1.2m in a foundation wall that's supports more than 1.2m of backfill.		

Checklist must be completed by applicant prior to submittal.

Minor changes or notes on submitted plans may be in blue or black ink.

RED INK IS RESERVED FOR DEPARTMENT.

NOTE: Any missing or incorrect information will delay the permit issuance.