

APPLICATION FOR WINDOW/DOOR REPLACEMENT PERMIT

REAL ESTATE TAX I.D. #: _ _ - _ _ - _ _ _ - _ _ _ - _ _ _ _

APPLICANTS: COMPLETE ALL ITEMS AND SUBMIT WITH ALL SUPPORT DOCUMENTATIONS		
LOCATION IMPROVEMENT	OF	ADDRESS _____ SUBDIVISION _____ LOT _____
OWNER	NAME _____ ADDRESS _____ EMAIL _____	PHONE Home: _____ Cell: _____
CONTRACTOR	NAME _____ ADDRESS _____ CONTACT _____ EMAIL _____	Business: _____ Cell: _____
Please provide number of windows to be replaced _____		Total Cost of Improvement \$ _____
Please list U-Factor _____ * U-factor must .30 or better		
Buildings built on or before 1978 must fill out Lead Safety Application- *See attached		
Any bedroom window replacement must follow egress specifications of 5.7 sq. ft. of open space with a minimum of 20" wide X 24" high.		
Any change in rough-opening size or structure of window(s) must be inspected prior to drywall		
Call Building Department for Inspections. 24 Hour Notice Required.		
<p>**BUILDING DEPARTMENT USE ONLY**</p> <p>BUILDING PERMIT NO. _____</p> <p>BUILDING PERMIT FEE \$ _____</p> <p>_____</p> <p>APPROVED BY</p>	<p>I hereby declare that the above information is correct, and I do agree, in consideration of and upon issuance of a building permit, to perform only such work as described herein. I further declare that I am the owner, his contractor or authorized agent and have permission from the owner to apply for this permit. I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, ORDINANCES AND CODES OF THIS JURISDICTION.</p> <p>_____</p> <p style="text-align: center;">Signature of Applicant Date</p>	

SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

- I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant _____

Signature of Owner-occupant _____ Signature Date _____

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery _____ Attempted Delivery Date _____

Signature of Person Certifying Lead Pamphlet Delivery _____

Unit Address _____

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

