



DOOR AND WINDOW (MAJOR ALTERATIONS) APPLICATION

Owner _____ Phone _____
 Property Address _____ Email _____
 Mailing Address _____
 Lot _____ Block _____ Tract _____ Original Plan _____
 Architect / Contractor _____ Phone _____ Email _____

Door and Window Replacement Notes

Door and window replacement **MUST** be completed within **18 months** from approval date. Homeowner to sign below as confirmation prior to review and approval.

Received Date _____
 Fee _____ Receipt # _____

 HOMEOWNER'S NAME & SIGNATURE DATE

PROJECT DESCRIPTION: (Include proposed installation, material type, finishes, color, and manufacturer)

NOTICE: DO NOT BEGIN ANY WORK - INCLUDING, BUT NOT LIMITED TO DEMOLITION AND FRAMING, PRIOR TO FINAL ART JURY APPROVAL.

SUBMITTAL REQUIREMENTS:

1. Photographs of the entire site and existing building(s) from all sides of the property and as viewed from the street(s).
2. Drawn elevations of proposed and existing windows and doors showing trim and lite breakups are required and shown on drawings.
3. Clearly indicate what is new or existing by labeling openings. Indicate **(N)** for new, **(E)** for existing to remain.
4. Head, jamb, sill details and vendor specific door and window installation details are required. Show all floor and wall trims and adjacent material and finishes. Show existing and proposed casing and sill trims. Include muntin details on drawing.

Art Jury Notes: (Window sample may be required on a case by case basis.)

- Muntins shall be an integral part of all windows and doors. "Snap-in/snap out" muntins not allowed. Muntins may be no greater than 1 1/4" maximum on windows with insulated glass, since wood muntins must cover the gasket. The maximum muntin size for single panes shall be no greater than 1". Note on window schedule manufacturer and material of window. Muntin detail to be included on detail sheet.
- "Sill horn at all windows to extend a maximum of 2" to a minimum of 1 1/2" or shall match existing." Provide drawn detail indicating extended sill. Wood door stiles to be a maximum of 4 1/2" width. Note on drawing for Addition and when all trims are existing to remain: "All details will match existing". **Note on Plan** drawing at window and door details with bullnose stucco: "All details to be constructed per Art Jury approved bullnose stucco detail."

Framing and Final inspections are required by the PVHA in addition to any inspections by the city. Call the PVHA at (310) 373-6721 for final inspection upon completion of construction.

I have carefully examined and read the above and believe the same is true and correct.

(Copies of this form will be provided upon request).

 APPLICANT'S NAME & SIGNATURE DATE

FOR OFFICE USE ONLY

Notes:

Plans Checked-Out			Plans Returned		
Date	Name (print)	No. Plans	Date	Name (print)	No. Plans
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____