

Directions for Exterior Alteration Request Form

1. If you are doing one or more of the thirteen different requests listed, review the Criteria on page 3 and 4. For the ones you are selecting.
2. If you are doing an Exterior Alteration that conforms to the criteria in 1 to 13 on pages three and four, fill in all the Italics parts on pages one and two of the application up until Part B.
3. If you are doing an Exterior Alteration that does not conform to the Criteria in 1 to 13 on pages three and four, fill in the explanation in Part B on the lines provided.
4. Then complete all the Italics in Part B.
5. **REMEMBER** when using a contractor make sure the license for the Contractor and the Insurance paperwork required in this Form are on file with the office before filing your request.
6. When your application has been processed you will receive a Permit and a Vendors pass attached to the permit. Complete the vendor pass section and return both the permit and Pass to the office.
7. Your permit will be activated by the office.
8. When the work is being done post the Permit in a door or window visible to the road.
9. **REMEMBER** when you have completed the project notify the office. Thank you.

If you have any suggestions, Building and Grounds would like to hear your comments.
Good luck with your project.