



Community Development Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 264-5011

www.cityofsacramento.org/dsd



Over the Counter Approval Form (1 and 2 Family Residential) Window / Door Changes

Applicant's Name: _____ Phone: _____

Project Address: _____ Email: _____

SECTION 1: Please check appropriate boxes that accurately and completely describe proposed work. If Item A and B are BOTH checked "NO", project may proceed directly to the Building Division for building permit process. If building is not 50 years old or older, not in a Historic District, or a Landmark Structure and Item B and C below can be accurately checked as "NO", the project can proceed to Section 2.

- A. Yes No Is the proposed project in a Design Review District, or in a Historic District, or a Landmark Structure? If checked "YES", must be reviewed by Design or Preservation staff.
- B. Yes No Is the building 50 years old or older? If checked YES, must be reviewed by Preservation staff.
- C. Yes No Does the proposed work involve changing existing door/window opening sizes, closing off existing doors/windows, or new door/window openings? If checked YES, must be reviewed by Design Review or Preservation staff.

SECTION 2: Please check appropriate boxes, and provide photos and illustrations to identify door/window locations. See page 2 for examples. Any work proposed that cannot be indicated by checked boxes in Section 2 requires review by Design Review or Preservation Staff prior to proceeding to Building for a building permit.

Egress windows from bedrooms must comply with building code for required opening sizes.

A. TYPE / MATERIAL

- 1. The existing window(s) is single or double hung horizontal slider awning type casement type
 fixed window bay window garden window
- 2. The new window(s) will match the existing window, with no modifications to: opening size, window design or style, trim and sill, or window material.
- 3. Existing window material will not change and matches the window material of over 50% of the existing windows (i.e., wood, vinyl, etc.). **NOTE: If this box cannot be checked, the window proposal requires review by Design Review staff prior to approval.**

B. WINDOW TRIM / GLASS TYPE

- 1. The existing windows currently have trim and sill that matches all treatment on the project and no change is proposed to window trim and sill material or design.
- 2. The existing windows have divided lites, internal or external grids, grids in upper portion only, no divided lites or grids.
- 3. New windows will match existing window design and material, glass design, grid pattern (if any), etc. with no modifications.

C. DOOR TYPE / MATERIAL (Any door change in Historic District or Landmark Structure subject to Preservation staff review. Door opening changes for projects in Design Review Districts are subject to Design Review staff review.)

- 1. The existing door(s) currently have trim that matches all other trim on rest of the building and no change is proposed to trim material or design.
- 2. The existing door(s) has decorative design or panels
- 3. New door(s) will match existing door design and material, with no modifications.
- 4. No change to any door openings.

By signing below, the applicant certifies that this form accurately describes the proposed work.

Applicant's Signature: _____ Date: _____

FOR CITY STAFF USE ONLY Counter Staff: _____

- In a Design Review District and meets design criteria? Yes No (requires review and approval by Design Review staff prior to issuance of a building permits)
- In a Historic District, or is it a Landmark structure? No Yes (requires review and approval by Preservation Staff prior to issuance of a building permit)
- Not in a Design Review District; not in a Historic District, not a Landmark structure, and needs no planning entitlement; can proceed to Building

Applicant shall provide the following as a supplement to Section 2 for review by staff:

1. A complete plot plan (minimum size 8 ½ in. x 11 in.) of the property, showing location of all windows. Indicate which windows are new and existing,
2. Photographs of the buildings on the property (all sides of each building including all windows).
3. What the “new” windows will look like (either a brochure for proposed new windows, photographs of already replaced windows, or drawings).
4. Window Schedule (specifying the window number, existing size, proposed size, existing material, proposed material, window type, type of glazing, and whether the window is in a bedroom). See Sample Window Schedule below.

Window change-out--Provide the following information on the Plot Plan:

1. Locate and number the windows to be replaced, and those remaining, on the drawing.
2. Key the numbers on the plot plan to the Window Schedule

Sample: Window Schedule (Indicate specific information for ALL windows)

Window Number	Existing Width x Height	Proposed Width x Height	Existing Material	Proposed Material	Type	Bedroom (Yes/No)?
1	3 x 4	3 x 5	Wood	Wood	Double-hung dual glazed	Yes
2	4 x 6	4 x 6	Wood	Vinyl	Single-hung dual glazed	Yes
3	1 x 3	1 x 3	Wood	Wood	Slider dual glazed	No
4	NO	CHANGE				

Sample: Window Schedule Key Plan

