

City of Foster City

Window/Patio Door Schedule Information

Building Permit #: _____

Property Address: _____ **If property is located in an HOA, please list HOA** _____
 (Please verify the windows/patio doors meet the Prototype guidelines for the above listed HOA.)

Please note: All windows and/or patio doors on the same elevation shall match in color, style (i.e. slider, hung, etc...), materials (including grids or no grids), frame size and window trim.

	ROOM	EXISTING WINDOW TYPE (slider, single hung, etc.)	NEW WINDOW TYPE (slider, single hung, etc.)	EXISTING WINDOW MATERIAL AND COLOR	NEW WINDOW MATERIAL AND COLOR	GRIDS or NO GRIDS	EXISTING SIZE (w X h)	NEW SIZE (w X h)	CLEAR OPENING WIDTH	CLEAR OPENING HEIGHT
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Applicant or property owner signature: _____ Date: _____

*** USE ONE OR MORE OF THIS FORM IF YOU HAVE 11 OR MORE WINDOWS/PATIO DOORS.**

Instructions for Obtaining a Building Permit to Replace Existing Windows and/or Patio Doors

- 1. If the property is located in the R-1 (Single Family) zone, the following is required to obtain a Building Permit:**
 - a. Completed Building Permit Application Form
 - b. Required Building Permit Fee (based on valuation of project)
 - c. 4 copies of a completed Window Schedule (attached). If more than 10 windows/patio doors are being replaced; please submit as many schedules as needed.
 - d. 4 copies of photographs of the windows/patio doors from the exterior which correlate with the number on the schedule. (For Example, if number 1 on the window schedule is a bathroom window; then take a photo of the bathroom window and somewhere on the photo; write #1). The photographs can be printed on computer paper and do not need to be developed on photo paper.

- 2. If the property is located in a PD (Planned Development), the proposed replacement windows/patio doors shall match the prototypical design guidelines on file with the Community Development Department. In some PD's, window/patio door replacement may be subject to an Architectural Review Permit, which must be obtained prior to applying for a Building Permit. Contact the Community Development Department at 286-3225 to determine what process is required for the specific development. If only a Building Permit is required, the following is required to be submitted:**
 - a. Completed Building Permit Application Form
 - b. Required Building Permit Fee (based on valuation of project)
 - c. A letter from the Homeowners Association (if required)
 - d. Manufacturer's Brochure/Specifications (including frame width, including sash/fin)
 - e. 4 copies of a completed Window Schedule (attached). If more than 10 windows/patio doors are being replaced; please submit as many schedules as needed.
 - f. 4 copies of photographs of the windows/patio doors from the exterior which correlate with the number on the schedule. (For Example, if number 1 on the window schedule is a bathroom window; then take a photo of the bathroom window and somewhere on the photo; write #1). The photographs can be printed on computer paper and do not need to be developed on photo paper.

Please keep in mind that all windows and patio doors need to match on the same elevation (whether first story or second story). If a window is proposed to be replaced with a new window different from all the rest of the windows on that same side of the house; then all windows and patio/doors on that same side of the house shall be replaced to match the new window.

Contact the Planning/Code Enforcement Division at (650) 286-3225 if you have any questions.