

City of San Gabriel
Community Development Department
 425 South Mission Drive, San Gabriel, CA 91776
 (626) 308-2806
 www.sangabrielcity.com

Residential Window Change-out Checklist

Applicant Name: _____ **Address:** _____

Welcome to the City of San Gabriel! To expedite the processing of your application, use this checklist to meet the requirements of the Planning and Building Divisions.

A residential window change-out is when you take out the existing window and put in a new one.. A retrofit window is when you only change the glass. To preserve the architectural character of your home, the city will ask you to give us a photograph of the existing windows in the house. Not all standardized modern windows suit the original architecture of the house. Staff is happy to work with you in finding alternatives that meet your needs and are appropriate for the age and design of your home.

APPLICATION SUBMITTAL

Prepare and submit two (2) complete sets of floor plans (any incomplete applications will not be accepted).

No.	Item	Verified:
1	Floor Plan: Include the following -	
	Dimensioned to show the location and use of rooms, walkways, and other internal features	
	Provide dimensions of new window, specify width and height	
	Specify whether slider, single-hung, double-hung, etc.	
	State material of existing window (wood, vinyl, aluminum, fiberglass, etc.)	
	State material of proposed window (wood, vinyl, aluminum, fiberglass, etc.)	
2	Window Installation Detail: See attachment for examples.	
	For new windows, show recessed one to two inches (1"-2") from the exterior wall to match existing windows.	
	In all cases, the existing window frame and detailing shall be maintained or replaced with similar materials such as wood sill, moldings, shutters, etc.	
3	Cut Sheet/Brochure of Window:	
	If windows have grids, raised muntins and mullions (sculpted grids) shall be 1" wide X 11/32" PVC high profile mullion, simulated divided lite.	
4	Photographs:	
	Photo of existing house (street-facing elevation) and in case of already replaced windows, photos of replaced windows.	
5	Building Division Requirements: See attachment.	

Checked by: _____ **Date:** _____