

**NOTE: Based on the scope of work, additional documentation may be required. See [www.detroitmi.gov/hdc](http://www.detroitmi.gov/hdc) for scope-specific requirements.**

## PROJECT DETAILS – TELL US ABOUT YOUR PROJECT

**Instructions: Add project details using the text box in each section. If your details exceed the space provided, attach the details via the attachment icon for that section.**

**ePLANS PERMIT NUMBER:**

(only applicable if you've already applied for permits through ePLANS)

N/A

### GENERAL

**1. DESCRIPTION OF EXISTING CONDITION**

*Please tell us about the current appearance and conditions of the areas you want to change. You may use a few sentences or attach a separate prepared document on the right. (For example, "existing roof on my garage is covered in gray asphalt shingles in poor condition.")*

The existing condition is new Pella windows, with internal window grids. The COA previously issued allowed for these windows as long as the internal window grids were removed. After speaking with Pella, this is not possible and the windows would need to be completely replaced which is not financially possible.

**2. PHOTOGRAPHS**

*Help us understand your project. Please attach photographs of all areas where work is proposed.*



**3. DESCRIPTION OF PROJECT**

*In this box, tell us about what you want to do at the areas described above in box #1. (For example, "Install new asphalt shingle roofing at garage.")*

**4. DETAILED SCOPE OF WORK**

*In this box, please describe all steps necessary to complete the work described in box #3. (For example, "remove existing shingles, replace wood deck as necessary, replace wood eaves, install roof vents, replace rotted fascia boards, paint, clean worksite.")*

**5. BROCHURES/CUT SHEETS**

*Please provide information on the products or materials you are proposing to install. For example, a brochure on the brand and color of the shingles proposed.*

**ADDITIONAL DETAILS**

<p><b>6. WINDOWS/DOORS</b> <i>Detailed photographs of window(s) and/or door(s) proposed for replacement showing the condition of the interior and exterior of the window(s) and/or door(s)</i></p>	



