

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

The following submittals are required for a Building Permit Application.

1. Completed [Building Permit Application Form](#).
2. Completed [Owner-Builder's Acknowledgment Form](#) is required if the application is submitted by Owner-Builder.
3. A completed attached **Windows/Patio Doors Schedule**. *Use one or more of the same forms if 11 or more windows/patio doors are being replaced.*
4. Existing and proposed Floor plan with location of the windows and patio doors including the size and type of the windows.
5. 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.
6. Copy of Specification of the windows/patio doors that are being installed.
7. A letter from the Homeowners Association may be required if the property is in a 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 650-286-3225 to determine what process is required for the specific development.

Note: All windows and patio doors on the **same elevation** (*i.e., same side on the first and second story if applicable*), regardless of first story or second story, shall match in color, style (*i.e., slider, hung, etc.*), materials including with grids or without grids, frame size and window trims. If a window is proposed to be replaced with a new window different from all the rest of the windows on that same elevation; then all windows and patio/doors on that elevation of the house shall be replaced to match the new or replacement windows and/or patio doors. Contact the Planning/Code Enforcement Division at (650) 286-3225 if you have any questions.

Please apply a Building Permit online <https://permit.fostercity.org/etrakit/> and submit the above-mentioned documents. Please do not pay any fee until the Building Divisions staffs notify you to do so.

Example of window schedule:

	USE OF ROOM	OPENING TYPE (SLIDER, HUNG, CASEMENT, FIXED, BAY WINDOW, PATIO DOOR, ETC.)		MATERIAL AND COLOR		GRIDS	ROUGH FRAME SIZE (W x H)		NET CLEAR NEW OPENING SIZE (W x H)
		EXISTING	NEW	EXISTING	NEW	YES / NO	EXISTING	NEW	
1	BEDROOM #1	SILIDER	SLIDER	ALUMINUM/BLACK	VINYL/BLACK 3	NO	6' 0" x 4' 0"	6' 0" x 4' 0"	33" X 42"



City of Foster City
Windows/Patio Doors Schedule Information

Permit #: **BLDG** _____

Property Address: _____ HOA Name (If property is in an HOA) _____
 Foster City, CA 94404

(Mandatory- Print clearly and fill in all as required. Use one or more of this form if you have 11 or more windows/patio doors.)

	USE OF ROOM	OPENING TYPE (SLIDER, HUNG, CASEMENT, FIXED, BAY WINDOW, PATIO DOOR, ETC.)		MATERIAL AND COLOR		GRIDS	ROUGH FRAME SIZE (W x H)		NET CLEAR NEW OPENING SIZE (W x H)
		EXISTING	NEW	EXISTING	NEW	YES / NO	EXISTING	NEW	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Applicant's or Property Owner's Name and Signature _____ Date: _____