

FREQUENTLY ASKED QUESTIONS

Q. Do I need approval to change my front door if the new door is not the same style that I currently have?

A. If you would like to replace your door with a different style door than you currently have, you must complete a modification application.

Q. May I install glass front door inserts? Do I need to submit an application to have glass inserts in the front door?

A. Glass inserts are allowed. You will need to submit a modification application. Note, if you install a glass insert to your front door the frame of the insert must be painted to match the existing front door color.

Q. Do I need approval to add a glass screen door to my front door?

A. If you do not currently have a glass screen door, you will need to submit an application and gain approval to add one.

Q. Do I need to submit a modification application to add a screen/storm door to the front of the house?

A. Yes, you need to complete an application to add a screen or storm door to the front of your home.

Q. We don't have a picture of the glass insert that is going to be installed because it is going to be a custom design.

A. For your application to be considered complete, you will need to submit a picture or a sketch of the custom-designed glass. In addition, please work with the company or vendor you are purchasing the glass from to gather the appropriate product information to include with your application. Required documentation includes plot plan, elevations, work plans, photos, material samples, and product information/specification.

SUBMITTING AN APPLICATION

The following items are needed to receive approval for changes to an exterior or storm door:

1. A completed application.
2. A picture of the specific door to be installed and color.
3. A picture of your current door or storm door that you are replacing.

The following items are needed to receive approval for a glass insert:

1. A completed application.
2. A picture of the glass to be installed.
3. A picture of the door where the glass will be inserted.

Please note, an incomplete application is the number one reason for a delayed response.

