

## **Instructions for Completing the On-Line Construction Approval Request**

### **Electronic Version**

The electronic version of the request is easy to use as it has helpful instructions displayed as you proceed through the document. You will; however, need certain information and documents available to you **before** you begin using this form. Please visit each of the topics below to be certain you have all the information necessary to complete the the on-line form.

### **Project Start and Finish Dates**

We understand these are estimated dates; however, it is important to us to know the project's planned time frame.

### **Exterior Painting**

The exterior painting question panels are divided into six categories. They include House Body, Trim, Shutters, Front Door, Side Door(s) and Garage Door. If you are painting any or all of these areas on your house you will be asked questions about your paint choices for each of these categories that apply to your project. The information includes:

1. Brand Name or Manufacturer Name
2. Color Name
3. Color Code Number

### **Construction**

Should you be considering any construction project, with the exception of replacing your roof surface, you are required to provide drawings/plans of your proposed project. These drawings/plans need to be consolidated into a PDF file and ready to be attached to your request.

### **Contractor**

If you are using a contractor to complete your work you will be asked to provide the contractor's name or company name, full address, license number, contact person, contact person's email address and phone number.

**Before you begin completing the electronic version of our Construction Approval Form be certain you have the information and documents we just described, readily available.**