

Application Checklist for Shutter Changes.

(Adding, removing, style change)

Required application items:

_____ **Review Fee**

_____ **Pictures** of house or building elevations where proposed shutter will be installed or changed.

_____ Provide **shutter manufacturer spec sheet** with photo or brochure indicating shutter material, style, size, and color. All shutters are to be operational.

_____ Provide **mounting hardware spec sheet** with photo or photo with details. Include a picture of proposed shutter dogs.

_____ **For Bahama shutters:** Show mounting locations and provide mounting details showing how you intend to mount and attach the Bahama shutters to the house.

NOTE: Louvered shutters should be installed with slats facing up when shutters are open and down when shutters are closed.

Shutters are to be installed so that the hardware is hung below the sash which can be locked in the closed position by lifting the bottom window sash from the interior of the home.