



Gutters

Form and Checklist

Name	
Address	
Village	
Date	

Type of Modification

Select One:

- Expansion to Existing Gutters and/or Downspouts
- Remove Existing and New Installation
- New Installation (Gutters did not previously exist)

Location and Placement:

- Attach Photograph(s) of existing structure where gutters and downspouts will be installed. Note any existing gutters and downspouts.
- Attach Site Plan – Identify location of existing and/or new gutter and downspout locations.

Product Specifications:

- Attach Manufacturer Brochure, Literature, Photograph
- Finish Color:
 - Select One Category:
 - Copper gutters and/or downspouts will be installed (Copper may remain unfinished), or

Check if gutters and/or downspouts will be:

- Painted to match the color of the fascia or the main building.
Attach Finish Color Sample/Chip of paint color, or
- Painted White

Permit:

If a Permit is required by the City, County or State, it is incumbent upon the Home Owner to ensure that a Permit is issued and shall provide the Property Manager a copy of the Permit with the Notice of Completion.

Will your modification require a Permit?

- No
- Yes

Revision: 3.1	Status: Final – Effective 3/1/2012	
Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.6.		

Work Performance:

Please indicate who will be performing the work:

- Self without Contractor
- Single Contractor
- Multiple Contractors (Provide separate attachment for other contractors)

Must Select if Contractor Personnel will perform work:

- Confirm: Contractor personnel have been advised and must adhere to the Waterchase Construction Site Standards, outlined in the Design Review Manual.

Contractor (Primary) Information:

Contractor Company Name _____

Representative Name _____

Address: _____

Phone Number: _____

- Attach Copy of License(s)

Attach Copy of Insurance Certificates –

- Certificate of Liability
- Declaration Workmen’s Compensation

Notice of Completion Checklist:

Within 30 days of completion, it is the responsibility of the Home Owner to complete and provide the Property Manager a “Notice of Completion” checklist and required attachments to facilitate a final inspection. Required submittals include as-built photograph(s), as-built drawings (if room addition), Permits and/or Certificate of Occupancy (if required by the local authority).

- Check here that Home Owner agrees to submit a Notice of Completion as required.

<u>Home Owner Comments:</u>

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