

REPLACING A BASEMENT WINDOW

GUIDELINES FOR NEW BASEMENT WINDOWS:

- Made of non-corrosive material (such as aluminum or vinyl-covered wood)
- Match the general color of existing windows
- Window with a single pane of glass with a similar look to the existing basement windows, such as awning sash-hinged at top, and projected sash-hinged at the side.
- Professional quality installation
- Glass blocks are allowed for basement windows

DRAWINGS AND INFORMATION REQUIRED:

- A color picture of the new window. CAUTION: do not purchase or order the new window until you have received approval from Pittsfield Village for installation.
- A drawing to scale showing the construction method for the sides (jambs), the top (head), and the bottom (sill) clearly indicating how the new window adjoins the existing building. This drawing should be to a scale of $1 \frac{1}{2}'' = 1'$ and can be a freehand drawing by the co-owner, on graph paper with a $1/8''$ grid (*which means, at the suggested scale, that each $1/8''$ grid will equal 1'*)
- If the window is the same size as the old basement window, then no floor plan is required. Simply provide a written description of which window(s) is to be replaced.
- If the window is NOT the same size as the old basement window, a floor plan and a drawing of the wall (an elevation) is required to show the position of the new window, as well as the courses of the block (if a block wall) and the dimensions of the masonry to be removed.