

**Windsor Borough Municipal Offices
2 East Main Street/PO Box 190
Windsor, PA 17366
717/244-6615**

PROPERTY RENOVATION OVERVIEW
DISCLOSURE

Please provide a detailed disclosure of all upgrades/repairs/replacements/renovations planned for the property listed below. Note that Windsor Borough contracts all 3rd party inspections with Commonwealth Code Inspection Services. The need for any permitting will be determined based on the information provided. Any alterations in the scope of the project from the initial information provided must be disclosed and approved prior to continuance.

***NOTE: The Windsor Borough Code Enforcement Officer and/or Inspectors representing Commonwealth Code Inspection Services retain the right to conduct inspections of the property with work crews present without prior notification. Additionally, any work performed not disclosed and approved is subject to work stoppage, fines and prosecution.**

Name :

Mailing Address :

Property Address :

Phone # : _____ Email :

Proposed Scope of Project

Electrical System :

Plumbing System :

PROJECT RENOVATION OVERVIEW (CONT'D)

HVAC System :

Roof/Roof Drainage System :

Exterior :

Other/Miscellaneous :

Will a Dumpster be necessary? Y / N Note: Use of a Dumpster requires a permit issued by the Borough Office and must be approved by the Code Enforcement Officer prior to placement.

Signature : _____ Date :
