This Structural Change Request (SCR) form and approval process is intended to ensure conformance with community standards as established by our BHHA CC&Rs, Rules and Regulations, and Architectural Control Guidelines. It does not constitute approval of engineering and/or construction drawings/plans, nor does it substitute for any permits that may be required by the County of San Diego. Neither does it constitute an endorsement of, or warranty for any product. Any required engineering and/or construction drawings/plans and/or San Diego County permits are the sole and separate responsibilities of the Homeowner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
| **Address:** | Click or tap here to enter text. | **Lot #:** | Click or tap here to enter text. |
| **Phone #:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |

**Request for Replacements/Improvements:**

[ ] Fence [ ] Solar [ ] Entry Door [ ] Windows [ ] Other (explain below)

[ ] Garage Door [ ] Repaint [ ] Windows [ ] Retaining Wall

[ ] Roof [ ] Re-Stucco [ ] Patio Cover [ ] Pool / Spa

[ ] Landscape [ ] Driveway [ ] Storage Shed [ ] Room Addition

**Description of Work to Be Accomplished:**

|  |
| --- |
| Use this box to provide an explanation of the work that is to be done, colors, materials, location in the lot, mention any attachments provided with the SCR like drawings, paint chips, pictures, turf samples, etc. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Contractor:** | Click or tap here to enter text. | **License #:** | Click or tap here to enter text. |
| **Estimated Start Date:** | Click or tap to enter a date. | **Estimated End Date:** | Click or tap to enter a date. |
| **Homeowner’s Signature:** | Click or tap here to enter text. |

**Note 1:** A $2,000 bond must be posted by the Homeowner if access to the Open Space is required.

**Note 2:** SCRs and associated Project Plans are reviewed during the Monthly BHHA BOD Meetings; second Tuesday of each month, except July. SCRs need to be received by the ACC-A at least three working days prior to the monthly meeting to allow sufficient time for review prior to the meeting.

**Note 3:** Project Plans are required for submitted SCRs and will include a detailed description of the planned work, drawings, product manufacturers/brands, paint chips for colors, copies of permits, etc. to allow the BHHA ACC-A Representative and the BOD sufficient information to determine compliance with the BHHA CC&Rs, Rules and Regs, and ACC Guidelines.

**Note 4:** NO work for any SCR will be started without a BHHA ACC-A Approval Letter.