



Historic Preservation Services
Community Development & Neighborhood Services
281 N. College Ave.
Fort Collins, CO 80524
970.224.6078
preservation@fcgov.com
fcgov.com/historicpreservation

CERTIFICATE OF APPROPRIATENESS – Minor Alteration

ISSUED: October 9, 2025

EXPIRATION: October 9, 2026

Troy Brian Soukup
c/o Joel White, Glass Doctor of the Front Range
2901 S. College Ave.
Fort Collins, CO 80525

Dear Property Owner:

This letter provides you with certification that proposed work to your designated Fort Collins landmark property at 7 Old Town Square has been approved by the City's Historic Preservation Division (HPD) because the proposed work appears to be routine in nature with minimal effects to the historic resource, and meets the requirements of Chapter 14, [Article IV](#) of the Fort Collins Municipal Code.

The alterations reviewed include:

- Replacement in-kind of 2 non-historic swinging glass doors with black metal frame (see photos of existing and new)

Notice of the approved application has been provided to building and zoning staff to facilitate the processing of any permits that are needed for the work.

Please note that work beyond that indicated in your permit application/correspondence requires additional approval.

If the approved work is not completed prior to the expiration date noted above, you may apply for an extension by contacting staff at least 30 days prior to expiration. Extensions may be granted for up to 12 additional months, based on a satisfactory staff review of the extension request.

If you have any questions regarding this approval, or if I may be of any assistance, please do not hesitate to contact me. I can be reached at yjones@fcgov.com or at (970) 224-6045.

Sincerely,

Yani Jones
Historic Preservation Planner

**BUILDING PERMIT APPLICATION:**

Fenestration (exterior doors & windows)

Check all the apply: **All information on the application must be filled out (as applicable).**

Residential ☐ Commercial ☐
Single family detached ☐ Duplex/Two-Family ☐ Single Family Attached (Townhome) ☐ Multi-Family (Apartment/Condo) ☐
Garage ☐ Bank ☐ Bar ☒ Church ☐ Hotel/Motel ☐ Medical Office ☐ Retail ☐ Other ☐: _____

JOB SITE ADDRESS: 7 Old Town Square, Fort Collins CO 80524**UNIT#:** _____**PROPERTY OWNER INFO: (All owner information is required – NOT optional)**

Last Name Soukup First Name Troy Middle Brian
Street Address 11 Old Town Square City Ft. Collins State CO Zip 80524
Phone # 970-221-9332 Email troy@oldtownsq.com

CONTRACTOR INFO:Company Name Glass Doctor of the Front Range

License Holder Name _____ LIC # _____ CERT # _____

CONSTRUCTION INFO:

1. Like for like fenestration replacements (non-structural):

	Quantity replaced	Is the fenestration operable? (commercial and more than 3 story multi-family only)	U- factor	SHGC factor	Is % glazing transparency the same (commercial only) Ground floor = 60% glazing (transparency) Upper floors = 40% glazing (transparency)
Windows					
Doors	2	yes	.60	.53	yes
Skylight					

*For code requirements see window guide and codes

2. Structural Fenestration: New or enlarged openings, new or enlarged basement egress windows
(including lowering sill heights in a foundation wall)

N/A Like for Like size

VALUE OF CONSTRUCTION (materials and labor): \$ 7,000**JOBSITE SUPERVISOR CONTACT INFO:** Name Joel White Phone 970-412-5513**SUBCONTRACTOR INFO:**

Electrical _____ Mechanical _____ Plumbing _____

Structural Framing (wood only) _____

Applicant: I hereby acknowledge that I have read this application and state that the above information is correct and agree to comply with all requirements contained herein and City of Fort Collins ordinances and state laws regulating building construction.Applicant Signature Joel White Type or Print Name Joel WhitePhone # 970-223-9963Email glass.doctor.joel@gmail.com**THIS APPLICATION EXPIRES 180 DAYS FROM APPLICATION DATE**Building Services | 281 N. College Ave Fort Collins, CO 80524 | Phone: 970.416.2740 | email: buildingservices@fcgov.com | www.fcgov.com/building



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