



# Association of St. C Condominium Owners

## ALTERATION/RENOVATION APPLICATION

Date of Application: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Owner's Emergency Phone Number/Email: \_\_\_\_\_

### Owner's responsibilities and acknowledgement of requirements:

- Submit this application to the Association Office as early as possible in your planning process.
  - Provide all supporting documentation including construction plans/sketches, photographs, engineer letters, material/equipment information, DPNR permits, and contractor license/insurance/proposal (with detailed, written scope of work to be performed).
  - All work proposed must be submitted in one complete application. Only complete submissions will be accepted. Depending on the scope of renovations, additional information may be requested after the initial review of the application.
  - An inspection of the current conditions of the condominium may be required prior to reviewing the application.
  - No work can commence until the owner receives written authorization from the Association.
- Work is only allowed between 8:00 AM and 5:00 PM, Monday through Saturday. This also applies to owner "do-it-yourself" projects.
- No work shall be done on holidays and Sundays.
- Contact the Association Office before starting any plumbing work that requires the water to be turned off. You must notify the other owners affected by this action. You will need to provide a reasonable time estimate for the duration of this work.
- Contact the Association Office before drilling into the walls in the kitchen and bathroom areas, as there are electrical and plumbing lines in these walls.
- Notify the Association Office 72hrs in advance before any loud construction work is to be done so that a notice to neighboring owners can be sent.
- It is the responsibility of the owner to have ALL construction debris removed and disposed of off the property. Note: Debris cannot be dumped on St C property or in the St C dumpsters. Failure to dispose of construction debris from St C property, or the dumping of debris in St C dumpsters, could be subject to a \$500 fine assessed to the owner for each occurrence.
- Any changes to the scope of work in this application will need to be submitted and written approval from the Association must be received prior to commencement of these changes.
- In the event of an emergency, all parties are required to act and respond as soon as possible and as necessary.
- All owners must be in good standing with the Association, and any application fee, must be paid prior to any consideration for approval of alterations/renovations.

### Description of work to be done:

(Include any work done to walls (this includes removal or alteration), electrical upgrades, plumbing work, hookups for washer or dryer, new flooring, installation or replacement of split unit or other air conditioning, bathroom & kitchen upgrades, etc.)

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Contractor(s) and/or work crew hired to perform this work:

(Provide company name(s), point of contact, phone number(s), and email address(es). Attach copies of license and insurance to this application.)

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The estimated duration of the work is: \_\_\_\_\_

Does this work involve any alteration to the common areas of the building (i.e. exterior walls, in-wall plumbing, interior dividing wall, porch, gallery, windows, etc.)? If yes, please describe it in full.

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I am aware that the work is subject to periodic inspection by the Association's management.

I agree to indemnify, defend, and hold harmless the Association, its officers, directors, members, agents, and management from and against any and all claims, demands, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to any renovation, alteration, or construction work performed on my unit or limited common elements. This includes, but is not limited to, claims for personal injury, property damage, or violations of applicable laws, as well as any construction liens, mechanic's liens, or other encumbrances asserted by contractors, subcontractors, suppliers, or laborers.

I shall be solely responsible for ensuring that all contractors and subcontractors are properly licensed and insured, and that all work is performed in compliance with applicable codes, ordinances, and Association governing documents. I further agree to promptly satisfy or discharge any lien or claim filed against the unit or any portion of the common elements as a result of such work. In the event I fail to do so, the Association may, but shall not be obligated to, take such action as it deems necessary to remove or contest the lien or claim, and all costs incurred by the Association in connection therewith shall be assessed against me, as owner, and shall be collectible in the same manner as any other assessment.

This indemnification obligation shall survive the completion of the renovation work and shall be binding upon me, as owner, and all successors and assigns.

Owner's Signature/Date: \_\_\_\_\_

(Refer to the Owner Alteration/Renovation Application Information and Procedures for type of project). List of documents to include:

- Replacement of existing:
  - Application form – completed and signed by the owner of record
  - Photos of existing to be replaced and location
  - Proposed new equipment information (product data/specifications)
  - Contractor's:
    - Business and/or professional license
    - Insurance



- Proposal with detailed, written scope of work
- No fee is required
- Minor renovation work
  - Application form – completed and signed by the owner of record
  - Drawing and/or sketch
  - Proposed new materials/equipment information (product data/specifications)
  - Contractor's:
    - Business and/or professional license
    - Insurance
    - Proposal with detailed, written scope of work
  - \$100 application fee
- Major renovation work:
  - Application form – completed and signed by the owner of record
  - Construction plans and details (by professional architect and/or engineer)
    - Plans and details must include all work being applied for in this application
  - Engineer letter (where applicable for structural modifications)
  - DPNR permit (or official letter stating not required)
  - Proposed new materials/equipment information (product data/specifications)
  - Proposed construction schedule
  - Contractor's:
    - Business and/or professional license
    - Insurance
    - Proposal with detailed, written scope of work
  - \$250 application fee

**Office use only –**

Is the requesting owner in good standing? Y / N      Date verified: \_\_\_\_\_

Inspection date: \_\_\_\_\_ Performed by: \_\_\_\_\_

Inspection comments: \_\_\_\_\_

\_\_\_\_\_

Is Association work required? Y / N      If so, date scheduled: \_\_\_\_\_ Date completed: \_\_\_\_\_

Manager's Signature/Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_      DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature of Board of Director/Title: \_\_\_\_\_