

ARCHITECTURAL ALTERATION

UNIT RENOVATION/MODIFICATION REQUEST FORM

Please refer to the Port Liberté Condominium Association II, Inc. Master Deed Restrictions Article 9.2 prior to making a request for an alteration or modification.

Submit form for approval at least two weeks prior to any renovation beginning.

No renovations/alterations may commence until WRITTEN APPROVAL is granted.

Contractors are permitted to work during the following hours ONLY:

Townhomes: Monday to Friday – 8:00am to 6:00pm & Saturday – 9:00am to 6:00pm (No Sundays-No Holidays)

Mid Rises – Monday to Friday 8:00am to 6:00pm – (No Weekends-No Holidays)

Today's Date: _____

Unit Owner's Name: _____

Address: _____

Phone Number: _____ Email: _____

Contractor's Name & Address: _____

Contractor's Telephone Number: _____

Division of Consumer Affairs: License/Registration/Certificate #: _____

1. Attach your contractor's and sub-contractor's Certificate of Insurance (COI) naming Port Liberté Condo II as the additional insured and the certificate holder. Modification cannot be reviewed without this.

2. Modification approval is contingent upon homeowner submitting all applicable forms and documents prior to work beginning.

Specific details of alteration: What is the current condition? _____

What specific changes are being made? _____

*Attach a copy of the contract outlining all work to be done. * _____

A copy of an architect's drawings must be attached if moving weight bearing walls.

Approximate Date to Begin Work: _____ Anticipated Date of Completion: _____

Upon completion of work, the Maintenance Supervisor shall be permitted to conduct a final inspection.

Final inspection date: _____

Comments, if any: _____

For Office Use:

Approved by: _____ Date: _____

Denied by: _____ Date: _____

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The homeowner must complete and submit a Unit Architectural Alteration Renovation/Modification Request e-form.

Prior to any modification/renovation being awarded, the Homeowner shall provide the Management Office with:

1. Copy of contract for all work to be done.
2. Contractor and sub-contractors Certificate of Insurance (COI) meeting the requirements. COI for material deliveries prior to delivery date.
3. This Policy and Procedures form signed by the Owner and Contractor.
4. Executed Indemnity Agreement signed by owner, general contractor and sub-contractors.
5. Proof of HO6 policy – Homeowners Insurance Policy.
6. Copy of construction permits from the Jersey City Building Department, when applicable.
 - All construction drawings must be submitted to the Management Office via email, hand delivery or delivery service prior to approval.
 - Homeowners may be required to hire the Association's Contractor to install new construction grade windows and doors to protect structural warranties. Installation shall be at the expense of the homeowner.
 - The State of New Jersey, Department of Community Affairs (DCA), Division of Codes and Standards, Bureau of Housing Multi Family Regulations the requires all Condo and Townhome units to have installed interconnected electric smoke detectors with 10-year lithium battery back-up and a single station carbon monoxide alarm near each bedroom. One CO alarm on each floor of units.
 - The Association's architect and/or engineer must review and approve all architectural alteration and construction drawings prior to the commencement of construction. Such review shall be at the expense of the homeowner.
 - Homeowner and contractor must obtain all building **construction and demolition permits** required by Jersey City and copies must be given to the Management Office. The original(s) must be displayed/clearly visible in the work area.
 - In a Mid-Rise building, the contractors are required to protect the flooring in the common areas and schedule elevator padding when transporting tools and materials.
 - Homeowner is required to schedule material deliveries with the Management Office.
 - Mid Rise water shutdowns may be scheduled on a Monday through Thursday between 10:00am & 2:00pm with 48 hours advance notice. Water Shut down must be performed by a licensed plumber who has their COI on file with the Management Office.
 - No stationary dumpsters, bags or PODS permitted. Dump trucks require a COI and permission from the HOA Manager.
 - Contractors are responsible to remove all construction debris from the unit and/or building daily. No construction materials may be disposed in the garbage or trash rooms.
 - Please be advised that any construction debris found in garbage bags and placed on the curb will not be discarded. The janitorial staff will not pick these bags up. If construction debris is found in trash bags, the homeowner will be fined by the HOA.
 - Contractors shall take all necessary precautions for the safety of all persons on the worksite.

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- Contractors shall comply with all facility/property safety rules and regulations and applicable federal, state and local safety laws, rules and regulations necessary to prevent injury to persons or damage to property.

In addition, contractors shall:

- Ensure that their employees are trained in industry standard safety rules and practices and in job specific procedures.
- Acknowledge that the building is occupied, and we have a desire to provide the highest quality environment to all our residents.
- Notify the Management Office 48 business hours prior to work commencement.
- No smoking is allowed in the construction area or in any common area of the building.
- Any deviation from the above-mentioned building guidelines may cause the association to incur costs to maintain such an environment. Any costs so incurred will be charged to the Homeowner.
- Contractor shall have COVID-19 Safety protocols in place for workers. Contractor shall perform daily checks to make sure workers are in good health and not displaying any symptoms. Workers may only return after testing negative or 72 hours of being symptom free. Workers shall wear masks, gloves, and practice 6 feet of social distancing when traveling through common areas.

Signature of Owner: _____

Signature of General Contractor: _____

Signature of Sub-Contractor (1): _____

Signature of Sub-Contractor (2): _____