



Jupiter Bay Condominium Association Condominium Unit Alteration Approval Form

Instructions for Form Completion & Required Supporting Documents

Section 1. Owner Information – Only the Unit Owner and no other party is permitted to complete the Unit Alteration Approval Form. The Unit Owner is responsible for completing the form to ensure all sections of the form contain correct information and all required elements of documentation are met. The Unit Owner then submits the Unit Alteration Approval Form to the Jupiter Bay Association Office for processing. Once the Property Manager and office staff confirm all information and supporting documentation is present, the form will be sent to a Board Member for a signature designating approval.

Section 2. Type of Alteration Request – Please designate by checking the appropriate checkbox as to the type of alteration being requested. For any type of alteration request that is not listed, please use the “Other” checkbox to write in a brief description of your request. On page 3 under Section 5, please use this designated section to provide additional descriptive detail of your proposed modifications.

Section 3. Contractor/Vendor Performing the Work – The Unit Owner is responsible to obtain this information from their contractor or vendor who will be performing the work and fill in the designated sections, including Company name, address, phone number, Town of Jupiter Tax ID number, (or a Tax ID number issued from other than the town of Jupiter). Per the Tax Department of the Town of Jupiter- anyone doing work and receiving compensation, must have a valid Tax ID #. License and permit numbers, if applicable, must be provided based on the scope of work requested for approval.

Section 4. Insurance Coverage – All contractors/vendors performing unit repairs, renovations, or remodeling work on the premises of Jupiter Bay, a multi-unit condominium complex, must provide evidence of the following Insurance Coverage: Certificate of Current General Liability Insurance Coverage.

Section 5. Provide a Brief Description of Proposed Modification – Please use this designated section to provide additional descriptive detail of your proposed modifications. You are required to attach a sketch or a drawing of the proposed modification also. Please include the estimated cost of the work that is proposed.

Section *6. Anticipated Work Start Date – Please indicate the date that is anticipated for the work to start. **Please Note:** No work can be started prior to Board Member Approval, whose signature confirms that the Association Office has received and reviewed the Unit Alteration Approval Form. Remodeling or repairs can only be done Monday thru Friday between the hours of 8:00 a.m. and 6:00 p.m. No work can be performed on Saturdays or Sundays. Failure to abide by any of the rules/requirements set forth has been deemed a violation by the Board of Directors and the Board has duly adopted a resolution levying a fine in the amount of \$100.00 for each violation. You will receive notice that a fine is levied and the opportunity for a



**Jupiter Bay Condominium Association
Condominium Unit Alteration Approval Form**

hearing. Two to three business days are required for review and approval upon submission of a complete application.

1. Owner Information:

Unit # _____

The undersigned Unit Owner requests permission to modify their condominium unit property and submits the following true and correct information in support of the request:

Respectfully submitted this _____ day of _____

Owner's Name (Printed)

Signature of Owner

Owner's Phone Number

Signature of 2nd Owner

2. Type of Alteration Request:

- Installation/Replacement of Hurricane Shutters (All shutters must be white except for East patio shutters which must be bronze/black).
- Installation/Replacement of Screen Doors
- Replacement of Patio Screens
- Repainting of Porch/Balcony
- Installation of Hard Surface Floor Coverings (other than padded carpeting)
- Moving, Reconfiguring or Constructing Interior Wall(s)
- Other: _____
(Please describe)

3. Contractor/Vendor Performing the Work:

Company Name: _____

Contractor Name: _____ Phone #: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

State of Florida License #: _____
(If applicable)

Town of Jupiter Permit #: _____
(If applicable)



Jupiter Bay Condominium Association Condominium Unit Alteration Approval Form

4, Insurance Coverage: All contractors/vendors performing unit repairs, renovations, or remodeling work on the premises of Jupiter Bay, a multi-unit condominium complex, must provide evidence of the following Insurance Coverage:

- Certificate of Current General Liability Insurance Coverage

5. Provide Brief Description of Proposed Modification:

- You are required to attach a sketch or drawing of the proposed modification. You are also encouraged to submit any additional information supporting your case.
- If your request is for hurricane shutter installation, please note that all shutters must be white (except for East patio shutters which must be bronze/black).
- If your request is for installation of a hard surface floor covering such as tile, wood, laminate, etc. (except for bathrooms, kitchens, foyers, and porches), then a sound-absorbing underlayment must be used. A minimum IIC Rating of 50 is required for the underlayment.
- All construction materials must be hauled away by the vendor. No construction materials may be placed in the association dumpsters.

6. Anticipated Work Start Date*: _____

* Please Note: No work can be started prior to Board Member Approval whose signature confirms that the Association Office has received and reviewed the Unit Alteration Request Form ensuring it has been correctly filled out and submitted with all required elements of documentation met. Remodeling or repairs can only be done Monday thru Friday between the hours of 8:00 a.m. and 6:00 p.m. No work can be performed on Saturdays or Sundays. Failure to abide by any of the rules/requirements set forth has been deemed a violation by the Board



Jupiter Bay Condominium Association Condominium Unit Alteration Approval Form

of Directors and the Board has duly adopted a resolution levying a fine in the amount of \$100.00 for each violation. You will receive notice that a fine is levied and the opportunity for a hearing. Two to three business days are required for review and approval upon submission of a complete application.

Jupiter Bay Board Member Approval:

Signature	Title	Date
-----------	-------	------

This approval will be revoked immediately if a change is made in the contractor/vendor performing the work or if there is a departure from the approved plans or specifications.

In accepting this approval, you assume responsibility for any damages resulting from the modification or alteration. You must restore the remaining condominium property to its original condition at the conclusion of the work authorized by this approval. If the association has to clean the sidewalks or elevator as a result of the work in your unit, you will be charged a cleaning fee of \$100.00. Any repairs to the elevators as a result of negligence by the contractor will result in the repair charges being charged to you the owner. If there is a need for a service call for the elevator, those charges too will be passed along to you as the owner.