A white letter on a blue background

Description automatically generated **My Condominium Association**

**Condo Unit Alteration Notification & Approval Form**

**I. Owner Information: Unit #**

Unit Owner requests Association approval to modify their condominium unit.

Signature of Owner Signature of 2nd Owner (Optional)

Owner’s Phone Number Owner’s E-Mail Date

**II. Type of Alteration:**

Before completing this form, please reference the attached Type of Alteration lists to determine whether Association approval is required. If your proposed alteration is Type A or B, proceed with completing the form. If not, approval is not required.

**Type A** – Alteration Requiring Town Permit & Association Approval

|  |  |
| --- | --- |
| **Number from List** | **Brief Description** |
|  |  |
|  |  |
| Other |  |

**Type B** – Alteration Requiring Association Approval but no Town Permit

|  |  |
| --- | --- |
| **Number from List** | **Brief Description** |
|  |  |
|  |  |
| Other |  |

**III. Contractor/Vendor Performing the Work: \***

Company Name: ­

Contractor Name: Phone #:

Company Address:

City: State: Zip Code:

Town of Jupiter (or other) Tax ID #:

Florida License #: Town of Jupiter Permit #

(If Applicable) (If Type “A” Alteration above)

\* The contractor or person doing the work agrees to perform work in a safe and proper manner according to industry quality standards and Town of Jupiter building codes. He/she agrees to hold harmless and indemnify My Condominium Association, its officer, agents and employees and the condominium unit owner, and shall reimburse the Association and the unit owner for their costs and expenses, including legal expenses, incurred in connection with the defense of any and all causes of action, claims or proceedings that arise out of or in connection with his/her negligence.

**IV. Insurance Coverage:** All contractors/vendors performing unit repairs, renovations or remodeling work on My Condominium Association’s premises must provide evidence of the following insurance coverage:

* Copy of current driver’s license & auto insurance coverage
* Certificate of current general liability insurance coverage

**V. Description of Proposed Alterations:**

|  |
| --- |
|  |

You are also required to attach a sketch or drawing of the proposed modification and are encouraged to submit any additional information supporting the proposed alteration.

**VI. Anticipated Work Start Date:** . (Work cannot be started prior to Board Member approval whose signature confirms that the Association Office has received and reviewed the Condo Alteration Notification & Approval Form, ensuring that it has been submitted with all required documentation.)

**VII. Work Hours:** Remodeling or repairs can only be done Monday thru Friday between the hours of 8:00 a.m. and 6:00 p.m. Work cannot be performed on Saturday or Sunday. Exceptions to this work hour rule include emergency repairs and minor Type “C” alterations that do not create noise. Type A or B emergency repairs require post-alteration approvals.

**VIII. 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.

Any common Association property that is damaged or altered as a result of this alteration must be restored to its original condition at the conclusion of the work authorized by this approval. Restoration to the original (as built) condition also applies to Association performed work within the unit or patio (e.g., concrete restoration).

**A white letter on a blue background

Description automatically generated My Condominium Association Attachment**

**Unit Alteration Types**

Use the following list of Type A and B alterations in completing the charts on the first page of the Condo Alteration Notification & Approval Form. Type C and D don’t require approvals but are included for reference.

**Type A – Alterations Requiring Town Permit & Association Approval**

1. Replacing air conditioner (air handler and/or condenser). Replacing lines between air hander and condenser.
2. Replacing hot water heater or installing tankless water heater. (Tankless heater requires analysis/approval of the sufficiency of the unit’s electrical panel and power by a licensed electrician.)
3. Replacing the unit’s electrical panel or adding/relocating electrical wiring or fixtures. (No electrical or other fixtures may be installed on the exterior (common) walls of the condo.
4. Adding or relocating plumbing lines (water, sprinkler, sewer or drain) or fire sprinklers.
5. Replacing windows or patio sliding glass doors. (Replacement windows must be tinted gray with stainless steel rollers. Replacement windows without hurricane shutter protection must contain high-impact-resistant glass.)
6. Installing/replacing patio and window hurricane shutters. All shutters must comply with code requirements including withstanding sustained winds of 180 mph. All patio shutters must be installed inside the unit’s screen/frame and they must be white, except for East patio shutters which must be bronze/black. All window shutters (East & West) must be white. Per FL Statute 718.113(5)(d), a board may not refuse to approve the installation or replacement of code-compliant hurricane protection.
7. Adding or changing the configuration of kitchen or bath cabinets.
8. Moving, reconfiguring or constructing interior walls.

**Type B – Alterations Requiring Association Approval but no Town Permit**

1. Installing/replacing condo screen doors (doors must conform to Association approved styles).
2. Replacing patio screens. (Color must be bronze/black.)
3. Installing/replacing patio floor covering (must have epoxy water proofing, and carpeting is not allowed).
4. Installing/replacing great room or bedroom floors with hard surface products – wood, tile or vinyl. (Units above the first floor must have sound-proof underlayment.)
5. Patching of drywall or making other repairs that are generally the Association’s responsibility.
6. Repainting of patio/balcony. (Patio floors may be painted any color desired; however, patio walls and ceiling must be white or generally conform to the exterior color of the building.)
7. Changing front door locks (Association must be provided with keys or codes) or adding anything to the front door. (Per FL Statute 718.113(6), An association may not refuse the request of a unit owner for the attachment on the unit owner’s door of a religious object not to exceed 3 inches wide, 6 inches high, and 1.5 inches deep.”)

**Type C – Owner Renovations Not Requiring Permits or Board Approval**

1. Painting or wall-papering interior walls. Painting ceilings, interior doors, door casings, baseboard, crown/trim molding.
2. Replacing existing hard surface floors in kitchen, bathrooms and halls.
3. Replacing bathroom wall tiles, bathtubs, shower trim kits, water valves, shower heads, shower doors and toilets.
4. Replacing kitchen cabinet doors, bathroom vanities, countertops, sinks, and faucets, with no change in cabinet configuration.
5. Replacing kitchen appliances, clothes washers and dryers and garbage disposals.
6. Replacing popcorn ceilings with either flat or knock down ceilings.
7. Replacing interior doors, casing, baseboard, and window/door sills.
8. Adding crown molding, chair rails or handrails.
9. Replacing wall switches/plugs, GFI plugs, ceiling fans, smoke alarms, A/C thermostats and circuit breakers.
10. Replacing heater element(s) in hot water heater or air conditioner.
11. Installing security systems (motion sensors, intrusion detectors, water leak sensors, alarms and cameras) and other wireless hubs and devices. Security systems must be able to be remotely monitored and deactivated.
12. Installing/replacing window coverings. (Curtains, blinds, plantation shutters and other window coverings must be white or lined or “under draped” in white.)

**Type D – Prohibited Alterations:**

1. Per paragraph 6.1(c) of the Declaration, unit owners are prohibited from enclosing patios with awnings, glass windows or glass doors.
2. Per FL Statute 718.113(3), a unit owner shall not do anything within his or her unit or on the common elements which would adversely affect the safety or soundness of the common elements or any portion of the association property or condominium property which is to be maintained by the association.