

**2. OWNER REMODEL: “APPLICATION FOR BOARD APPROVAL” FORM\***  
**Owner Application for Board Review of Remodel Project**

**Date Application Submitted:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

**Unit Owner Name:** \_\_\_\_\_

**Unit Owner preferred contact information:**

\_\_\_\_\_

**Proposed Start Date of Project:**

\_\_\_\_\_

**Proposed Completion Date of Project:**

\_\_\_\_\_

**Project**

**Contractor:** \_\_\_\_\_

**DESCRIPTION OF PROJECT**

a. General description of the proposed internal renovations:

*Include a general overview of the work planned, paying particular attention to any electrical, gas, plumbing or other utility work that requires a TOSV permit and/or licensed contractor to conduct the work; Note that soundproofing of flooring is required for any installation of new or replacement tile, wood or similar “hard” flooring for any Units not on the ground floor of the building. A soundproofing pad of ΔIIC 20 or greater should be used. Carpet installations do not require an extra soundproofing layer as long as the new carpet includes a pad of 3/8” or greater underneath the carpet. Details of this soundproofing to be used should be provided to the Board for approval.*

b. Detailed description of any work that will impact the exterior of the building

*Include description and photographs as appropriate, to explain the exact path and visual impact that the running of any wires, pipe-work, meters, penetrations or other constructs will have on the exterior of the complex;*

c. Plans for removal of construction debris and other waste:

*Explain the steps to be taken to collect and remove waste generated as part of the project*

d. Disabling or removal of fire detectors or sprinkler heads

*Confirm whether or not this will be necessary as part of the project, and if it is, explain the steps to be taken to ensure that the detectors and/or sprinkler heads have been reinstalled correctly.*

e. Scope Changes

*Changes in scope are not uncommon during large or complicated remodel projects. Prior to initiation of any change of scope, owner must provide management a written description of planned scope change, which management must approve in writing. If in management's opinion, a scope change substantially alters a project, management will forward said documentation to the Board for review and approval.*

f. Adherence to the rules of the association with respect to this renovation (see Section 3, "Remodel Project Check List for Individual Unit Owners" below and on Owner website)

*Confirm that these are understood by the Owner and have been provided to the contractor.*