

Date: \_\_\_\_\_

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

**Indian River Club Association, Inc**

**Unit Modification Application**

**Directions: Drop in Association Office Door Mailbox**

Name of Unit Owner: \_\_\_\_\_

Owner Address if other than IRC: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Meeting with Unit Owner: Yes \_\_\_\_\_ No \_\_\_\_\_

*We have received your Unit Modification application request for your unit modification. You may give a copy of this form to your contractor for the necessary permits.*

Signature for approval to request permits \_\_\_\_\_ Date: \_\_\_\_\_

**MUST HAVE THE FOLLOWING PRIOR TO CONSTRUCTION BEGINNING:**

- CONTRACTORS CERTIFICATE OF INSURANCE; SHOULD HAVE GENERAL LIABILITY {INDIAN RIVER CLUB ASSOCIATION, INC MUST BE LISTED AS ADDITIONAL INSURED}, WORKERS COMP {IF APPLICABLE} AND BUSINESS AUTO. \_\_\_\_\_
- 250.00 DAMAGE DEPOSIT \_\_\_\_\_
- COPY OF PERMITS IF APPLICABLE \_\_\_\_\_
- COPY OF NOTICE OF COMMENCEMENT (NOC) IF THE TOTAL COST EXCEEDS \$2500.00 OR A/C REPLACEMENT EXCEEDS \$7500.00 \_\_\_\_\_
- MEETING WITH THE COMMITTEE CHAIR IF NECESSARY \_\_\_\_\_

**ONLY AFTER WE HAVE RECEIVED ALL PAPERWORK MAY THE WORK BEGIN**

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**For Office Use Only**

Date from received: \_\_\_\_\_ Approved: \_\_\_\_\_

Signature/Date

Completed work meets the Unit Modification Standards (Copy of Final Inspection received).

Inspector's Signature/ Date \_\_\_\_\_

Board President Signature/Date \_\_\_\_\_

**Present pages 1-3 to the Unit Modification Chairman, Retain pages 4-7 for your information.**

## 1A. EXTERIOR MODIFICATIONS/CHANGES

The Amended & Restated Condominium Document 9.3, Page 13 states:

*“The unit owner shall have the responsibility to obtain the prior written approval of the Association, through the Board of Directors, before performing any maintenance, repair or replacement which requires changes or alterations to the physical appearance of the condominium property.....”*

I/We apply for consent to modify/change/alter/add the items specified below to my unit. (Please circle all that apply)

Screen Door              Door Bells & Knockers              Hurricane Shutters

Security Door              Windows

Exterior Door              Sliding Glass Door

Roof Air Conditioner

Other -Describe below

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To ensure uniformity between units, the above items have standards that must be followed for compliance. These standards are described in detail in chapter 5 starting on page 13 – 16 of the 2021 version *Handbook of Rules and Regulations*.

There are specifications which IRC has adopted that also must be followed. Because they are updated from time to time, they are not found in the handbook. For instance, when replacing windows and doors, the outside caulk and touch-up paint must match the current stucco paint color. Any Committee member is your best source for this information.

## IB. INTERIOR MODIFICATIONS/CHANGES

I/We apply for consent to modify/change/alter/add the items specified below to my unit. Please check all boxes below that apply to your project.

Permits required for

- Electrical Wiring / Fixtures / Main Breaker box will be moved, added or deleted
- Plumbing Fixtures / Water or Waste lines will be moved, added or deleted
- Shower pan or shower wall surround will be replaced
- Tub surround wall will be replaced
- A/C Air handler/heat exchanger: \_\_\_\_\_
- Nonbearing walls removed or added
- Demolition of: \_\_\_\_\_
- Other \_\_\_\_\_

Permits not required for

- Flooring materials will be changed. For all floors above 1 with a **preferred** Impact Insulation Class (IIC) of 70, **but no less than** IIC rating of 65 Per: <http://www.mlacoustics.com/PDF/Condo.pdf> and [http://www.floridabuilding.org/fbc\\_0512/commission\\_education\\_poc/528/528-0-material.pdf](http://www.floridabuilding.org/fbc_0512/commission_education_poc/528/528-0-material.pdf)
- Cabinets will be replaced:
- Appliances will be replaced:
- Ceiling finishes will be updated \_\_\_\_\_
- Cosmetic changes such as paint, drywall repairs, molding, etc. will be made.
- Other \_\_\_\_\_

  

- I have read and understand the attached section entitled ***IRC Rules and Guidelines for Construction***. I accept responsibility for the conduct of and damage caused by any personnel performing services related to my property.

While permits may not be required for your project, you must obtain a **Notice of Commencement (NOC)** if the total cost exceeds \$2500. This document must be recorded by the Brevard County Clerk of Courts. A copy of this document must be supplied to the Unit Modification Committee before any work is performed.

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

## The Application Process:

Application forms may be obtained from the IRC office, or our website: <http://www.indianriverclub.org>. Please refer to section 9.6, page 17, of Declaration of Condominium.

**I.** Fill out and sign the contact information and application completely, along with as much detail as possible about your project. Sketches, drawings, and product catalogs are welcome. Give the completed application to the Chair of Unit Modification Committee, or deposit it in the door slot of the office.

- a. Upon approval, the Chair will provide you with a signed copy of this application which you or your vendor will need to obtain your permits.
- b. Before you begin work, please become familiar with *IRC Rules and Regulations for unit modification, Chapter 5 pages 13-16*. These rules apply to all construction.
- c. Present a copy of the approved application to the Rockledge Building Department. For more information on permits and Notice of Commencement (NOC), refer to Section IV entitled "Do I need a permit?"
- d. Upon receiving your permits, *you must provide a copy of any permits and the NOC to /RC Office*. The copies may be inserted in the door slot of the IRC office. Permits must be posted on the inside of a window facing outward toward the walkway.
- e. Work cannot be approved until all necessary documents are received as stated on page1.

**II. Only after you have received approval may the work begin.**

**III.** As your project moves through its different phases, some inspections may be required depending upon the stage of completion. When the final inspection sheet is signed and dated by the building inspector, ***you must provide the office with a copy***. It is your responsibility to find out if you or your contractor need to contact the City of Rockledge to obtain final inspection.

## IRC Rules and guidelines for Construction

- A.** Choose your contractors carefully. The best price is not always the lowest price. Ask for their contractor's license and current liability insurance information.
- B.** As a resident of IRC, you are responsible for the conduct and damage to IRC property by people you employ or contract to improve your home.
- C.** All fabrication must be performed off-site. Final adjustments should be performed near the grassy areas along Shares Drive.
- D.** Elevator protection pads must be used when delivering bulky objects such as cabinets, etc.
- E.** All construction debris must be removed from IRC property. IRC dumpsters are not for construction use.
- F.** Contractors must observe the working hours as detailed in the IRC Rules & Regulations. *"Working hours for exterior and interior modifications are restricted to the hours of 8 a.m. to 6 p.m. Monday through Saturday. Sunday working hours are between 9 a.m. and 6 p.m."*
- G.** IRC property, including parking lots, is not to be used as washout or cleanup areas. Pollution of the Indian River can be the result.
- H.** Rules for all parking zones, including 30 Minute parking areas, apply to contractors as well as residents.
- I.** If the Unit Modification requires a dumpster, the maximum amount of time the dumpster can be parked in the parking area is one week (seven days). The contractor will be advised where the dumpster can be placed. **After one week the dumpster must be removed.**
- J.** Be aware of mechanic's lien laws. If you employ a contractor who, in turn, employs subcontractors (i.e. a building contractor who hires an electrical subcontractor) be sure that the subcontractor gets paid for his services and products. You can be liable for payment to the subcontractor, even if you have paid the contractor for payment to the subcontractor. If your contractor's invoice includes the subcontractor's services, ask for a **Release of Lien** from the subcontractor before you pay your contractor.

## Do I need a permit?

**A Notice of Commencement (NOC), recorded by the Brevard County Clerk of Courts and to the IRC Unit Modification Committee prior to beginning any construction costing more than \$2500 AC units \$7500.00. You may need to obtain construction permits in addition to the NOC. Most reputable contractors include this necessary step in their bid package.**

The most common permits are:

**1. Exterior Window/ Sliding Glass door replacement.** This permit is usually provided by the window company, and the cost is included in their proposal. The State of Florida has some specific performance and installation standards that must be met in our geographic area for this type of replacement. **Caulking for windows and sliders should match the building color not the window frame.**

**2 Electrical Permit.** This permit is required when any electrical component is being added, deleted, or moved. This rule covers outlets, switches, wiring, and circuit breakers. One-for-one replacements, such as updating a switch, outlet, ceiling fan, etc. to a more modern version does not require a permit. IRC regulations require that a certified and licensed contractor perform any work requiring a permit.

**3 Plumbing Permit.** This permit is required when any plumbing component is being added, deleted, or moved. This rule covers fixtures, water lines, etc. One-for-one replacements, such as updating toilets, sinks, faucets, etc. to a more modern version do not require a permit. A permit is required when shower surround replacement includes changing the shower pan, as this process requires a water sealed connection between the wall and the flooring. The same applies to replacement of tub-surround. **IRC regulations require that a certified and licensed contractor perform any work requiring a permit.**

**4 Air Conditioners. A/C condenser & handler: Permits must be procured, usually through the vendor.**

*If you have specific questions regarding permits, inspections or building questions, you may call The Rockledge Building Department @ {321) 690-3984.*