

ROYAL PARK CONDOMINIUM APARTMENTS, INC.

119 Royal Park Drive #1A, Oakland Park, FL 33309
Office: 954-739-6300 FAX: 954-731-4341 RoyalParkCondos.com

ARCHITECTURAL APPROVALS APPLICATION

Owners are required to complete this application for all modifications relating to windows & doors, flooring, air conditioning, hot water heaters, plumbing and electrical upgrades/replacements. Please submit this application at least 7 days prior to commencement of any work.

Use of unlicensed or uninsured contractors will not be tolerated and all required city permits must be obtained prior to the commencement of the work. All contractors must provide a copy of their license and liability insurance.

Complete the section that applies to your repair/renovation and attached the required documents. Sign this application and return to the Front Office at address above.

The changes which you are requesting **may not:**

- 1) Interfere with or obstruct any easement on your property or adjoining property.
- 2) Result in any changes or damage to the building or damage/alter any landscaping.
- 3) Cause a nuisance or interference with the peace or privacy of the Condominium.
- 4) Start the project no later than 45 days from the receiving of this approval and complete the project within a minimal period of time.
- 5) Cutting of materials must be performed in units or on owner balconies. **Work is not allowed on the catwalks, by the elevators or the stairwells.**
- 6) All debris must be removed from the property. Do not dump heavy duty trash in the trash rooms or attempt to put down the trash chute. **Unit Owners will be charged if contractor leaves debris in the Bulk Trash Area.**
- 7) Violate any rules or regulations of the Association.

Owner Name: _____

Building/Unit: _____ Phone: _____ Email: _____

Contractor Name: _____

Contractor Phone # _____ Contractor Email (if avail) _____

What type change or modification to your unit you are requesting approval for?

Air Conditioning Flooring Plumbing Electrical Front Door Windows

Owner Signature: _____ Date: _____

Management Approval: _____ Date: _____

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AIR CONDITIONERS (City Permit required)

A crane is often necessary to hoist the air condenser to the roof of the building. Owners must insure all crane operators are licensed and insured. In addition, contractors must install rubber bumpers between the air condenser and the support frame to reduce noise and vibration to the unit below. Provide the following attachments for air conditioner replacements:

- 1) Copy of the contract showing the air condenser and/or air handler model specification sheet.
- 2) Occupational license and insurance of the contractor you will be using

FLOORING (City Permit not required)

Unit owners on the 2nd, 3rd, and 4th floors must install soundproofing materials when installing any flooring **including** tile. Unit owners must complete this form whether professionally or self-installed. Provide the following attachments for new flooring:

- 1) Copy of the flooring type specification sheet
- 2) Copy of the underlayment/soundproofing specification sheet
- 3) Occupational license and insurance of the contractor you will be using, unless self-installed.

WATER HEATERS & PLUMBING CHANGES (City Permit required)

Owners who are changing the plumbing in their unit must obtain permission from the Association. All new water heaters must be installed by a licensed plumber to avoid damage to main water supply lines. Unit owners may install tankless (Instahot) water heaters as long as electrical panels are upgraded in accordance with product specifications and city/county building codes. Please provide the following attachments for plumbing modifications & water heater replacements:

- 1) Description of changes to plumbing that alter current configuration.
- 2) Copy of the water heater Specification Sheet with picture/diagram.
- 3) Occupational license and insurance of the contractor you will be using.

ELECTRICAL SYSTEM UPGRADES (City Permit required)

Owners who are upgrading their electrical panel, or are replacing electrical wiring must obtain approval from the Association to ensure upgrades are in accordance with city/county building codes. Please provide the following attachments for electrical system upgrades:

- 1) Description of the changes being done to the electrical system.
- 2) Manufacturer's Specification Sheet of new electrical panel/circuit box.
- 3) Occupational license and insurance of the electrician or electrical contractor you will be using.

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FRONT DOOR (City Permit required)

All Front Door replacements must adhere to city and county code requirements. Doors may be installed to open in or out. Only storm approved doors should be installed. All exterior doors must be painted white.

Owners may install solid core doors, doors with a central glass panel, or doors with an upper window. Owners may also install screen doors if their door opens into the unit.

Owners are responsible for all damages to any exterior or interior common areas (drywall, stucco, etc.). Owners are also responsible for painting damaged common areas (paint available from Front Office). Provide the following attachments for new doors:

- 1) Copy of the contract showing with floor plan showing the location, door type and size of opening being replaced.
- 2) Copy of the Product Approval with picture/diagram of door to be installed.
- 3) Occupational license and insurance of the contractor you will be using.

WINDOWS & SHUTTERS (City Permit required)

All Hurricane Windows must be open vertically. Horizontal sliders and window crosshatching are not permitted as they do not conform to the building design. Windows may be single or double hung. Balcony sliding doors may be either 3-panels or 4-panels.

All Hurricane Shutters must be white or clear in color. Balcony/patio shutters must be installed within the unit only.

The Unit Owner must inform the Management Office of the date for the installation so windows may be inspected and approved by Management prior to installation. If the product is installed and is different what was approved, you will be required to remove and replace with the product approved on this application.

Owners are responsible for all damages to any exterior or interior common areas (drywall, stucco, etc.). Owners are also responsible for painting damaged common areas (paint available from Front Office). Provide the following attachments for new windows or shutters:

- 1) Copy of the contract with floor plan showing the location, window type, size of opening being replaced, as well as, total square footage of windows.
- 2) Copy of the Product Approval with pictures/diagrams for each type of window to be installed.
- 3) Occupational license and insurance of the contractor you will be using.