

**Central Park Section II Condominium Association, Inc.**

**Application Request for Unit Alteration**

Any request must be submitted a minimum of 14 days prior to any scheduled alteration. A minimum 45 days for more complex requests, such as structural changes of any kind.

**Name:** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**REQUEST: (Attach any drawings, blue print plans & provide detailed description of proposed work)**

**Name of Licensed Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Primary Phone** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

Attach copy of contractor's license and certificates of insurance. \$1,000,000 Minimum General Liability is required. Workers Comp insurance and Commercial Auto Insurance required where applicable.

**Attach a copy of any Required City Permits.** (Questions, see attached permit list or call the City of Sarasota Building Division 941-365-2200)

**Work Schedule & Date of Completion:** \_\_\_\_\_

(Workday hours 8AM to 5PM Monday - Friday, Saturday 11AM – 5PM, No work on Sunday)

**Association dumpsters are NOT to be used for disposal of construction waste. Owner and contractor are responsible for disposal of all waste material from unit.**

**The proposed alteration will not cost the association any monies nor will it affect association insurance policies.** If any structural change is being requested, a Hold Harmless Agreement may be required.

**Owners (s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit this form to David Kirk at email: dkirk@pcmfla.com or fax to 941-923-7000**



## City of Sarasota Building Division Building Permit Requirement

### When do I need a Permit?

Permits 105.1 Required. Any owner, authorized agent, or contractor who proposes to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit. City of Sarasota Ordinance: 08-477

**When in doubt about whether a permit is required in the City of Sarasota, please call the City Building Division at (941)365-2200 ext. 4156**

### Some activities that require a permit before work begins are:

- Remodeling a kitchen.
- Remodeling a bathroom.
- Replacing kitchen cabinets.
- Replacing bathroom vanity.
- Replacing a bathtub.
- Replacing a bathtub with a shower.
- Replacing a commode.
- Replacing a water heater.
- Replacing an air conditioner outside compressor unit.
- Replacing an inside air conditioner air handler.
- Replacing water main or hot water shut-off valves.