

**BELLA COSTA ARCHITECTURE COMMITTEE APPLICATION FOR ALTERATIONS**

BUILDING: \_\_\_\_\_ UNIT #: \_\_\_\_\_ OWNER NAME(S): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**INSTRUCTIONS:**

- 1. Submit copies of any drawings and product specification sheets to be approved by the ARC.
- 2. Work shall not commence until application is approved.
- 3. Approved application shall not be altered.
- 4. Denied applications can be appealed to the Board of Directors.
- 5. You must hire a contractor who can provide Bella Costa Certificate of Insurance.
- 6. The Architecture Committee will contact you within two (2) business days after receipt of the application.

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR LICENSE #: \_\_\_\_\_

CONTRACTOR CERTIFICATE OF INSURANCE: \_\_\_\_\_ SUBMITTED \_\_\_\_\_ ATTACHED

DESCRIBE ALTERATIONS IN DETAIL (attach additional sheet if necessary) – **PLEASE NOTE: HVAC contractors MUST utilize the services of a crane to remove and/or install units on all Bella Costa Buildings.**

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CITY PERMIT # or PERMIT APPLICATION #:

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|------------------------------|-----------|----------|
| DRAWING ATTACHED             | _____ YES | _____ NO |
| PRODUCT SPEC SHEETS ATTACHED | _____ YES | _____ NO |
| ROOF / EXTERIOR WALL CHANGE  | _____ YES | _____ NO |

By this request, the owner assumes full responsibility for applicable permits, installation, maintenance, replacement, costs of the above work, and adherence to Bella Costa standards & guidelines. We further agree to indemnify and hold harmless Bella Costa, Inc. for any claims arising out of this action.

Owner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Mail or Email completed form and any attachments to:  
Progressive Community Management, 3701 South Osprey Avenue, Sarasota, FL 34239 Attn: Kim Ueding  
Phone: 941-921-5393 Ext 1154, Email: kueding@pcmfla.com

Architectural Review Committee Use Only:     WALK-THRU NECESSARY?  APPROVED  DENIED

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

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

Comments: \_\_\_\_\_

CHECKLIST REQUIRED STEPS FOR PROJECTS, MODIFICATIONS AND UPGRADES FOR  
CONDOMINIUM OWNER AT BELLA COSTA

| #  | Item  | Yes | No |
|----|---|-----|----|
| 1  | <p>Reviewed the attached Ref.1, 2, 3, 4 and complete Ref: 5. For approval, send with your deposit, this packet for the requested project, modification or upgrades to your condominium at Bella Costa. Also, include this checklist page, with #1 thru #10 checked, yes/no and filled out as indicated.</p> <p><b>Ref 1: Appendix XIII – Condo Architectural Alterations Guidelines</b> <b>Ref 2: City of Venice Requirement Guidelines</b><br/> <b>Ref 3: HVAC Electrical Installation Requirements</b><br/> <b>Ref 4: Appendix I-Rules Relating to Service Personnel</b><br/> <b>Ref. 5: Architecture Committee Application for Alterations</b></p> |     |    |
| 2  | The owner by submitting an application understands they have accepted responsibility for the performance of their contactor and their subcontractors for any damage or not cleaning any common areas at Bella Costa   |     |    |
| 3  | Have you included your check, made out to BELLA COSTA for \$500.00 for your project deposit? The check will be deposited and funds held until evidence of completion (e.g. signature of inspector) is submitted. Be aware that damages to common areas may be deducted from your refunded deposit.  |     |    |
| 4  | <p>If the condo owner is not on site during construction they must provide local contact and contact information who will monitor construction and can speak and act for the condo owner.</p> <p>Contact Name: Contact Phone: Contact Email:</p>  |     |    |
| 5  | <p>Have you provided all the rules and requirements to all bidders?</p> <p><b>Ref 4: Appendix I – Rules Relating to Service Personal</b></p>  |     |    |
| 6  | <p>Have you made it clear to your bidders the requirements for daily clean-up and final clean-up at end of project?</p> <p><b>Ref 4: Appendix I – Rules Relating to Service Personal</b></p>  |     |    |
| 7  | <p>Have you made it clear to your contractor that they are responsible for their subcontractors following all the requirements and rules of Bella Costa?</p> <p><b>Ref 4: Appendix I – Rules Relating to Service Personal</b></p>   |     |    |
| 8  | <p>All required information has been provided (This will avoid delays in the review process)</p> <p><b>Ref 5: Architecture Committee Application for Alterations.</b></p>   |     |    |
| 9  | <p>Provide estimated start and ending dates</p> <p>START: _____ ENDING _____</p>  |     |    |
| 10 | <p>Project Violation Escalation Process</p> <p>STEP 1: Verbal Warning – onsite Management Company Employee STEP 2: Written notice to condo owner – from Management Company</p> <p>STEP 3: <b>STOP WORK</b> and/or <b>FINES</b> to condo owner - from Management Company</p> <p><b>FINE SCHEDULE WILL BE ESTABLISHED BY BELLA COSTA BOARD</b></p>  |     |    |

The owner by signing this checklist accepts all rules and regulations stated in this architectural packet.

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

# Appendix I – Rules Relating to Service Personnel

The unit owner accepts responsibility for the performance of their contractor and their subcontractors for any damage and additional cleaning of common areas at Bella costa. Further the unit owner is responsible to assure that service personnel, including contractors, subcontractors, vendors and other agents or employees, conform to the following regulations:

1. Service personnel shall park in quest space or unit owner’s space. Where it is unavoidable that a vehicle must use another owner’s space or block access to parking spaces, pervious permission of the affected unit owners shall be obtained. Using Street Berm and unloading supplies near workplace are permitted.
2. Service personnel shall utilize protective coverings, i.e. tarps, contractor craft paper, carpet underlayment, sticky mats to protect walkways and elevators. Protective coverings shall be in place each day before work is started and shall be removed at the end of each workday. Additional quilting shall be installed when moving large objects in elevators and on the walkways.
3. Service personnel shall clean up common elements, elevators, walkways and grassy areas, patios and landscaped areas each day before they leave Bella Costa. Service personnel shall remove their own debris from the site. Bella Costa’s dumpster shall not be used for contractor refuse.
4. When removing or installing a rooftop HVAC unit, contractors MUST utilize the services of a crane.
5. Service personnel shall clean tools of their trade (tile saws, paint brushes, etc.) in the designated area located behind the Maintenance Building on the east side of Bella Costa.
6. Bella Costa Clubhouse and restrooms are not to be used by Service Personnel. Use the owners’ facilities or go off site.
7. Service personnel shall not work on premises without an Insurance Certificate on file at Sunstate.
8. Service personnel shall not enter electrical areas, roof areas or other keep out areas unless an insurance certificate has been filed with Sunstate Management showing Bella Costa as an additional insured.
9. Service work, except for emergency work, shall be limited to the hours of 8 a.m. to 6 p.m., Mondays through Saturdays. No non-emergency work will be allowed on Sundays.

Upon completion of work, damage to or additional cleaning of common elements, including elevators, landscaped areas and walkways shall be billed by Bella Costa to the unit owner. E.G. footprints present on walkways and elevators at the end of the workday; chipped or otherwise damaged walkways; damaged landscaping; unauthorized use of dumpsters.

- Condominium living is unique, with an emphasis on mutual interest as well as cooperation, consideration, and communication among all residents. Bella Costa appreciates that it is important that all owners have the right to remodel or renovate their units. However, for the benefit, aesthetics and safety of all Bella Costa residents, the changes must:
  - Maintain consistency of Bella Costa's exterior architecture (e.g. front doors)
  - Ensure safety of building (e.g. moving electrical wiring and plumbing)
  - Adhere to Bella Costa's governing documents (e.g. wall penetrations that impact common area walls)
  - Guarantee soundness of structural integrity (e.g. altering walls)
  - Alleviate noise any between units (e.g. flooring underlayment on upper floors)
- Examples of condo improvements that do not require Bella Costa form or a city permit:
  - Interior painting (excluding lanai)
  - Drywall repair, Wallpapering
  - Re-screening window screens
  - Carpeting and padding
  - Replacing bathroom cabinet (if no plumbing/electrical alteration)
  - Kitchen cabinets or countertops (if no plumbing/electrical alteration, and if no reconfiguration of space)
- Examples of condo improvements that do require Bella Costa form (but not a city permit):
  - Replacing screen or storm doors
  - Flooring:
    - All units above the first floor that desire tile, laminate, wood, or other synthetic floors that are not carpet shall install a sound barrier underlayment after approval of specification sheets. Recommended Sound Transmission Class rating for not-tile is 70 or higher. Recommended Sound Transmission Class rating for tile is 60 or higher.
    - All applications for installation of permanent flooring in the lanai area of any unit must include acceptable waterproofing material, the cost and application of which is the responsibility of the unit owner.
  - Painting Lanai
  - Replacing Patio
- Examples of changes that require both a Bella Costa form and a City Building Permit. City Building Permit Requirement Guidelines are attached to the Application for Alterations.
  - Replacing windows
  - Replacing air conditioner – utilization of a crane required
  - Replacing water heater
  - Altering, adding, deleting, or moving electrical wiring or plumbing
  - Hurricane Shutters
  - Replacing front doors. Paint color requirements will be provided by Bella Costa.
  - Interior remodels, wall alterations or replacement, load-bearing or non-load-bearing walls.
- Examples of condo improvements that will not be approved:
  - Changes to common elements (e.g. roofs, exterior walls)
  - Venting dryers into internal wall or ceiling void space. It is a violation per City of Venice Building Department and City of Venice Fire Department.
  - Venting dryers through roofs or external walls. Per Declaration of Condominium, this must first be approved by a 66 2/3% vote of all homeowners.
- For all work which requires a City of Venice permit, the work must be done by a licensed contractor.
- All Contractors must provide a Certificate of Liability Insurance and Worker's Comp.
- All Contractors shall comply with Bella Costa Rules and Regulations.
- Work shall not commence until application is approved.

- Approved application shall not be altered.
- Contractors must ensure that they do not cause any damage to the building, walkways, or landscaped areas.

## **BELLA COSTA HVAC ELECTRICAL INSTALLATION REQUIREMENTS**

**HVAC companies installing new air conditioning units must either have a licensed electrician on staff or subcontract a licensed electrician as part of the installation and total quotation of the work. [Contractors removing old units and/or installing new units must utilize a crane.]**

### **ELECTRICIANS' JOB RESPONSIBILITIES**

- 1. The incoming 220-volt line be reviewed and replaced if frayed or cracking.**
- 2. All wiring to the unit be bundled to prevent rubbing across the roof coating.**
- 3. Corroded circuit breaker/junction boxes must be replaced.**
- 4. All electrical/control wires that are frayed or deteriorated, must be replaced. Elevate wiring so it is not lying on the new roof surface.**
- 5. All replacement work is performed according to current code.**

**Note: These requirements are established in order to protect the integrity of the new roof coating, improper installation could affect the roof coating warranty.**

# City of Venice

401 W. Venice Avenue, Venice Florida 34285

Phone: 941-486-2626 / Fax: 941-486-2448

[www.VeniceGov.com](http://www.VeniceGov.com)

## Building Permit Requirement Guidelines

### What requires a building permit?

**Florida Building Code.** Any owner or authorized agent who intends 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 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.

Some examples of when a permit **IS** required:

1. Any construction which alters the size or occupancy of a building.
2. Construction, alteration, or replacement of any exterior walls.
3. Enclosing existing carports, porches, and screen rooms for any purpose.
4. Construction of any raised deck, attached or detached, with or without a roof.
5. Replacement of columns, beams, joists, rafters, or any other structural component.
6. Replacement of wall, floor, or roof sheathing exceeding 32 sq.ft..
7. Repair and replacement of interior or exterior stairs and/or guardrails.
8. Electrical, plumbing, or air-conditioning when altering, adding to, or deleting from the system.
9. Interior remodels, load bearing and non-load bearing walls, alterations or replacements.
10. Replacement of windows, doors, garage doors or skylights in existing or altered wall openings.
11. Hurricane shutters, awnings, and tents (w/electrical permit for power operated units).
12. Roofing, replacement of any roofing component (more than 1 square).
13. Replacement of Fascia, soffit and siding.
14. Masonry or engineered Styrofoam privacy walls or fences with any masonry components.
15. Dock, Boat-lift, Seawall, or Bulkhead installation or repair.
16. Fire repairs of any type or scope.
17. Storage or utility sheds (all types, materials, and sizes).
18. Motorized or electric gates.
19. Water heaters.
20. Tiki huts.

**Florida Building Code 2014 – Building, Section 105.2 Work exempt from permit.** Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code.

Permits shall **NOT** be required for the following:

1. Portable heating, ventilation or cooling appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
3. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
4. Portable evaporative cooler.
5. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
6. The installation, replacement, removal or metering of any load management control device.

7. The stopping of leaks in drains, water, soil, waste or vent pipe (*except for DWV lining*) provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
8. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
9. Painting.
10. Re-screening.
11. Re-stucco.
12. Wallpaper and other wall coverings (Except for Assembly, Day Care, and Institutional Occupancies).
13. Floor and wall tile.
14. Carpeting.
15. Replacing kitchen cabinets (Unless changes to the wall or counter configuration on which electrical and/or plumbing are within the scope of work).
16. Decks and patios directly on grade and without footings.
17. Small, incidental roof leak repairs (Less than 1 Square).

Issuance of a Building Permit is **NOT** a license to exceed the Scope of Work listed on the Permit Application. Any change to the scope of work must first be approved by a plans change submitted to the building department for review and approval.

The following construction related work **CAN** be performed in the City of Venice without holding a contractor's license:

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|--|--|
| <ul style="list-style-type: none"> <li>• Wallpaper and other wall coverings (<i>Except for Assembly, Day Care, and countertops only (Except when there Institutional Occupancies)</i>).</li> <li>• Floor and wall tile, rugs, carpeting or Decks or patios on grade without wood floor installation</li> <li>• Painting (Except when advertised as water proofing)</li> <li>• Re-stucco</li> </ul> | <ul style="list-style-type: none"> <li>• Replacing kitchen cabinets or countertops only (Except when there is a re- configuration of space)</li> <li>• Decks or patios on grade without footers (Non Buildable Slab)</li> <li>• Safety grab bars in bathrooms</li> <li>• Re-screening</li> </ul> |
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*If you want to perform construction work that is not listed above, this does not mean that a permit or contractor license is not required. This is only an overview of the most commonly known types of construction work performed within the City. If you want to perform construction work that is not listed above, and you are not sure if a permit or a contractor's license is required, contact the Building Department at 941-486-2626.*