



**ARCHITECTURAL MODIFICATION PACKAGE
General Information Form**

-BASIC PACKAGE FOR SMALL/REPAIR PROJECTS-

This Package for Architectural Modifications contains guidelines and several forms that must be filled by the Owner(s) and/or their Contractor prior to the Association granting permission for construction to commence.

In order to protect the Association, its Officers, Directors, Members, Employees and Agents, the Owner and their Contractors are required to review and execute all documents in this Package and submit all other required documents listed in the attached Check List. Please note the following:

1. The submittal will be reviewed by the Association team members and by a designated outside Consultant (if applicable). Failure to submit a complete package shall result in the assessment of additional review fees charged to the Owner(s) and/or their Contractor. The Consultant does not have the authority to issue any waivers and/or modifications to the Declaration of Condominium requirements. If a particular form does not apply to the proposed scope of work, the Applicant must indicate with N/A (Not applicable) and sign the specific document.
2. No work shall be permitted to commence unless a Copy of the Permit from the City of Sunny Isles (if applicable) is submitted to the Association's office. The City of Sunny Isles is instructed not to issue any permits without prior approval by the Association.
3. The Association is not responsible to secure approval from any impacted adjacent units' Owners.
4. Any work that may directly impact the Building's Structural, Mechanical, Electrical, Plumbing, Elevators and/or Fire Protection Systems must be presented to the Association with all related backup documents including, but not limited to engineering and laboratory testing reports and plans signed and sealed by a Florida Professional Engineer or Registered Architect together with this package.
5. All Contractors, Designers, Engineers, Material Suppliers must submit proof of General Liability and Workers Compensation coverages and license, prior to being admitted to the Condominium property.

All inquiries regarding this document should be directed to the Management Office.

LA PERLA CONDOMINIUM

786-364-4900 | information@laperlasunnyisles.com

16699 Collins Ave. Sunny Isles, FL 33160

I have read, agree, and understand the above:

Unit Owner's Signature _____

Contractor's Signature: _____

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SUNNY ISLES BEACH

CONTRACTOR PACKAGE CHECK LIST

(Check list to remain with package for each submittal)

Unit _____

	Status
Form #1: Architectural Modification Application Form	
Form #2: Contractor Unit Access Authorization	
Form #3: Contractors Policies & Procedures Acknowledgement	
DBPR License / Occupational License	
Certificate of Insurance	
\$500 Refundable Security Deposit Fee	



FORM # 1
ARCHITECTURAL MODIFICATION APPLICATION FORM

Date of Application: _____ Unit Number: _____

Unit Owner (Applicant): _____ Contractor's Name: _____

Phone number for contractor: _____

I hereby request approval for the following modification and/or alteration, or otherwise to allow a professional contractor access to my unit. A licensed, insured contractor will perform all work and will submit all required permitting before any work will begin.

- Interior Floor Installation Plumbing work Electrical Work Replace A/C Unit
- Balcony Floor Installation Carpet Installation Painting Other Work

Detailed Description of work, including the name and contact information for all contractors who will need access to the property

Attached are copies of plans, specifications, and license for work to be performed in my unit, which are submitted for your consideration and approval. For hard (tile, wood, etc.) flooring installation, please fill out and notarize the "Sound Proofing Confirmation Certificate" indicating the sound proofing specification of Sound Transmission Class of 52 and Impact Isolation Class 52 or better and:

- I agree to abide by the Declaration of Condominium Documents of La Perla, a condominium with respect to: Additions, Alterations, or improvements by Unit Owners.
- If any damage to the common areas of the property, the property of other unit owners, or any personal injury occurs during this project, then, as a unit owner, acknowledge all responsibility. Furthermore, I do not hold La Perla Condominium Association, Inc. its Officers, and/or employees liable in any way for DAMAGES within my unit and/or THEFT of its contents therein.
- If I am not going to be present while the work is to be performed, I must also complete an Access Authorization Form, which will only allow access of designated companies and individuals through the property into my unit.
- I agree that no work will begin in my unit until I receive written approval from the Association and have scheduled said work with management.

I have read and fully understand and agree to the above.

Unit Owner's Signature _____

Contractor's Signature: _____



**FORM # 2
CONTRACTOR UNIT ACCESS AUTHORIZATION**

I, (Unit Owner) _____, hereby authorize the following person(s) to enter unit _____

This authorization is valid from: _____ until: _____ (date).

PLEASE PRINT NAME AND/OR COMPANY CLEARLY)

CONTRACTOR'S COMPANY NAME: _____

Supervisor Name: _____ Cell: _____

Employee #1 Name & Title: _____ Cell: _____

Employee #1 Name & Title: _____ Cell: _____

Employee #1 Name & Title: _____ Cell: _____

All Contractors, Subcontractors, Designers, Architects and Engineers must submit Certificates of Insurance for General Liability and Workers Compensation prior to working within the Condominium property (See Contractor's Insurance & License Requirements form).

Authorized Contractors may access the property between 9:00 AM and 4:30 PM Monday through Friday (except for legal and religious holidays) using the receiving dock entrance. The residents must authorize their Contractors to access the property through this form. Once the management office has this authorization, access will be given to the above listed parties until further notice. Residents must make all arrangements for Unit access with their Contractors (i.e., provide keys)

Contractors or Service personnel are not allowed to use the Fob; residents are responsible to provide them ONLY with the UNIT KEYS.

The undersigned acknowledges and agrees to fully indemnify and hold harmless the Association, its Officers, Directors, Members, Employees and Agents (including, without limitation, management and security companies and their Officers, Directors and Employees) for and from any and all misconduct or negligence of the person(s) named above, whether in the Unit, the Common Elements of the Condominium or otherwise (such agreement to include all attorney fees and court costs regardless of whether suit is brought or any appeal is taken there from).

Unit Owner's Signature _____

Contractor's Signature: _____



FORM # 3
CONTRACTORS POLICIES & PROCEDURES ACKNOWLEDGEMENT

1. Work Hours are Monday through Friday 8am-5pm. ALL CONTRACTORS MUST EXIT THE PROPERTY BY 5PM
2. Before any work can begin, all contractors must provide management:
 - Specifications of all materials being installed
 - Flooring Installation: Manufactures specifications for sound proofing must indicate that the sound proofing was tested on a concrete slab without a suspended ceiling.
 - Signed and notarized: Sound Proofing Confirmation Certificate" for any hard flooring (Tile, Wood, Etc.) Installations
 - Miami Dade Occupational License/Certificate of Eligibility / DBPR License
 - Certificate of Workers Compensation Insurance in the amount of 500,000 for any construction work. (if applicable) an exception certificate
 - Liability Insurance certificate naming "La Perla Condominium Association" as additional insured in the amount of \$1,000,000.
 - All workers must present identification at the time of entry
 - I am aware that the ceiling/floor is a 10" concrete slab and that I will not drill into the ceiling/floor.
3. After receiving the above listed documentation, the association will provide the contractor with an "approval letter". Tile may only be delivered once the soundproofing has passed inspection with the city of Sunny Isles.
4. A refundable security deposit of \$500.00 is required to any work being approved. This deposit will be deposited by the association and returned within 10 days after the work has been completed, provided no damage has occurred. A non-refundable contractor's fee of \$250.00 is required for all work performed in the unit; please specify the work you are performing, in order to expedite the letter for the city permit, **A \$100 fee for any additional work that was not listed on this application and required approval from the Board Of Directors.**
5. Contractors are responsible to keep the common areas clean outside the unit they are working on. All debris and boxes must be removed from the property. Under no circumstance, should any construction materials be placed in the building's trash chutes or left in the hallway.
6. Cutting construction materials such as tile or wood on the balconies or in any common area is strictly forbidden.
7. All balcony railing must be covered with heavy plastic when installing tile or other material to the balcony floor in order to protect railings from damage and to guard against any debris from falling over the balcony causing damage. Balcony Tile must not go past the center of the balcony railing.
8. PARKING-Contractors cannot park in the garage. You must unload at the loading dock and park your truck or van across the street.
9. No Unit Owner and/or contractor shall alter the life safety system inside the units. Therefore, painting must be done around the life safety system (fire sprinklers, enunciator speakers, etc.....)
10. Loading/Unloading Materials is to be done only as directed by the property Manager. Elevators must be protected/padded before any tools or materials are placed inside them.
11. All loading and unloading must be done thru the designated receiving are (loading dock).
12. No one may place grout or any other construction debris down a drain, toilet or trash chute. This may cause damage to the plumbing and trash chute in the building and as per condominium documents, the cost of any repairs will be the responsibility of the unit owner.
13. No drilling of ceilings or the flooring without performing an X-ray.

I have read and fully understand and agree to the Contractors Rules above.

Unit Owner's Signature _____

Contractor's Signature: _____

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SUNNY ISLES BEACH

Activity	Architectural package	ARE THE FOLLOWING DOCUMENTS REQUIRED?					
		COI	DBPR license	Permit	Committee Approval	\$250 Non-refundal	\$500 Refundabl
Additions	Y	Y	Y	Y	y	Y	Y
Appliances (Replacement) permanently attached to plumbing, mechanical, electrical systems such as garbage disposals, water heaters	Y	Y	Y	Y	y	Y	Y
Appliances maintenance	N	Y	Y	N	N	N	N
Appliances repair	N	Y	Y	N	N	N	N
Appliances replacement (NOT ATTACHED)	N	Y	Y	N	N	N	N
Bathroom Remodel	Y	Y	Y	Y	y	Y	Y
Cabinets replacement (kitchen and bathroom)	Y	Y	Y	Y	y	Y	Y
Countertop replacement	Y	Y	Y	Y	y	Y	Y
Demolitions	Y	Y	Y	Y	y	Y	Y
Doors replacement (exterior doors)	Y	Y	Y	Y	y	Y	Y
Drywall repair/replacement/removal	Y	Y	Y	Y	y	Y	Y
Electrical repairs	Y	Y	Y	N	N	N	N
Electrical Systems	Y	Y	Y	Y	y	Y	Y
Flooring - Tile, Wood, Laminate, etc.	Y	Y	Y	Y	y	Y	Y
HVAC Systems - Permanent Units (Heating, Ventilating, Air Conditioning)	Y	Y	Y	Y	y	Y	Y
Kitchen remodel	Y	Y	Y	Y	y	Y	Y
Molding and Trim	Y	Y	Y	N	N	N	N
New construction	Y	Y	Y	Y	y	Y	Y
Painting	Y	Y	Y	N	N	N	Y
Plumbing system replacement	Y	Y	Y	Y	y	Y	Y
Remodeling	Y	Y	Y	Y	y	Y	Y
Smart home Installation (TV installation, etc)	Y	Y	Y	N	N	N	N
Windows/shutters installations	Y	Y	Y	Y	y	Y	Y