

In Unit Small Job Checklist

- All of the documentation and information requested on this checklist must accompany this form and be submitted at time of application.
- Application is not considered complete unless all requested information is attached.
- Application will not be processed for approval until all information is received.

Date: _____ Unit Number: _____

Unit Owner: _____

Contractor: _____

Job Supervisor: _____ Phone: _____

Description of project/scope of work attached: _____ Signed by homeowner: _____

Contractor acknowledges receipt and understanding of contractor rules: _____

Proof of insurance attached:

General Liability: _____ Workers Comp _____ Professional License: _____
Or Waiver

If contractor does not hold any of the above insurance, owner acknowledgment must be signed and attached: _____

Subcontractors: _____

General Liability: _____ Workers Comp _____ Professional License: _____
Or Waiver

If contractor does not hold any of the above insurance, owner acknowledgment must be signed and attached: _____

Refundable \$500 deposit attached: _____

Address to return deposit: _____

Manager's Review: _____ Date: _____

Arch Committee Approval (at least 2 members)

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Renaissance I Association, Inc.

General Information

Unit Owner and Contractor signature required below

Certificate(s) of insurance for general liability and workers compensation and professional licenses, where applicable, **MUST** be attached to this application. All certificates must name Renaissance I Association, Inc. 750 N Tamiami Trail Sarasota, FL 34236 as certificate holder.

Inspection

Initials: _____

*All in-unit projects **will be inspected** throughout the project. If work is not being performed as described in the application, the Renaissance Association will stop the work until a correct application with all required paperwork and forms is submitted and approved. Failure to permit inspection will result in immediate termination of in-unit work.*

The following must be included with application packet:

- Written description and specifications/scope of work for project, to include description of materials to be used.
- Certificates of insurance and applicable tradesman licenses.
- Sketch of project area on unit floor plan or blueprints (may obtain floor plan from office if necessary).
- Beginning and ending date of project.
- A \$500 deposit. The deposit will be returned if common areas are kept clean during the project and left undamaged.

Please note the following:

- To achieve required soundproofing, ALL hard flooring installations must achieve a documented STC sound transmission rating of 72 or greater. The following underlayments have been pre-approved for the soundproofing of hard flooring installation: ProFlex90, Whisper Mat CS, and Nuvelle K11 Pro Plus. For any other soundproofing products, either underlayment or a soundproofing layer integrated into the flooring itself, a sample of the material and a spec sheet, as well as full documentation on determination of the STC sound transmission rating, must be attached.
- Carpeting in the common area hallways from elevator access door to unit door must be covered by approved material (ramboard, builder foam, finished floor guard, poly-kraft, etc.)
- Floor covering must be removed at the end of your workday, but no later than 5 pm.
- All demo and/or building debris must be removed from the property by contractor.
- If construction debris is found in the building compactor, the unit owner will be billed for the trash removal at a rate of not less than \$100.00 per incident.
- If in-unit construction debris is left in the common area hallway there will be a \$50 cleaning fee imposed each occurrence.
- Requests to use a small chipping hammer to remove floor tile and underlying thinset will be considered on a case-by-case basis. A complete description of the tool, including brand, model, and size (e.g. 10 pounds) must be included in the work description in the packet, and the tool itself must be examined by a member of the Architectural Committee or building staff prior to actual use.

Strictly Prohibited Work

- The use of full-size jackhammers, chipping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited.
- No gasoline powered tools or devices may be used in or near the building.
- No additional bathrooms or half bathrooms are permitted.
- Moving the shower drain that involves cutting into the concrete slab below is prohibited.
- Wood for shower curbing is forbidden.
- Any combustible materials placed above the finished ceiling or in any other concealed space is prohibited.
- Any work that will affect the appearance or use of the unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building utility or life systems is prohibited.

Holiday Construction Restrictions: No in-unit construction will be permitted the week of Thanksgiving and may resume the first Monday following Thanksgiving. Work must stop again on December 22nd and may resume on January 3rd.

I (contractor) have received and understand the Renaissance Home Improvement Rules and acknowledge the above.

Signature of Contractor Owner/Officer: _____

Signature of Unit Owner: _____

Planning & Development Services
Building Permit Requirement Guidelines

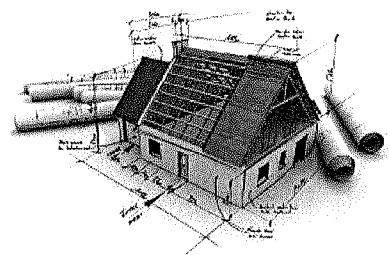


When do I need a Building Permit?

Owner, licensed contractor or its authorized agent, who desires 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 electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work



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.
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 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, all types. Electric permit also required for power operated units.
12. Roofing, replacement of any roofing component.
13. Masonry or engineered Styrofoam privacy walls or fences with any masonry components.
14. Dock, Boat-lift, Seawall, or Bulkhead installation or repair.
15. Fire repairs of any type or scope.
16. Storage or utility sheds, all types, all materials, and all sizes.
17. Motorized or electric gates.
18. Chickee and Tiki Huts
19. Decks, whether raised or on grade, on businesses.
20. Stucco over wood frame
21. Drywall removal & replacement (3 sheets or more)
22. Accessory structures for mobile homes



Anonymously Report Unlicensed Activity

Call 366-TIPS (8477) or report online at: www.sarasotacrimestoppers.com
You never have to give your name and you could be eligible for a cash reward.

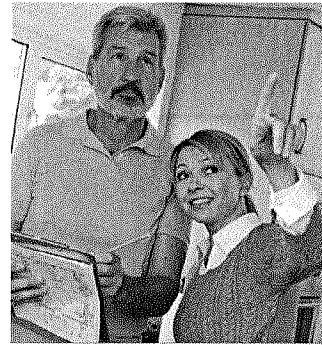


Questions? Report building without a permit anonymously.

Contact us: 941-861-5000

e-mail: ULA@scgov.net

Planning & Development Services
Building Permit Requirement Guidelines



***Some Examples
of when a Permit
is NOT required:***

*Some non-permitted items
below require a licensed
contractor, please contact
Licensing at: 941-861-5214*

1. Painting. *(Except when advertised as water proofing.)*
2. Wall paper and other wall coverings. *(Except Assembly, Day Care, and Institutional Occupancies.)*
3. Floor and wall tile.
4. Rugs or carpeting.
5. Replacing kitchen cabinets. *(Except when altering, adding to, or deleting electrical, plumbing, or air-conditioning from the system)*
6. Replacement of fascia and soffit. *(1 & 2 Family Dwellings only)* Existing structure only
7. Non-structural siding placed over existing siding/sheathing. *(1 & 2 Family Dwellings only.)*
8. Decks and patios directly on grade and without footings. *(Any material, 1 & 2 family residences only)*
9. Small, incidental roof leak repair. *(1 Square and \$500 or less.)*
10. Non-residential farm buildings on working farms. *(Must meet specific criteria and be approved by the building and zoning officials to be exempt.)*
11. Window/door change outs and re-roofing permits are no longer required for Residential Mobile/Manufactured homes, effective March 1, 2013. *(All work must still be performed by a licensed contractor)*
12. Residential home alarms (wired or wireless)

FENCES

Permits are no longer required for chain link, wood or vinyl fences both on the mainland (Ord. No 2011-13, effective 05/17/11) and Siesta Key (Ord. No. 2011-036, effective 07/07/11). However, the standards with regard to height, placement, and finished side must face neighbor or right-of-way, etc. are still in effect. For questions regarding fence standards, please call 861-5000 and ask for Zoning.

Note: Some items above may require a building permit if the building is in a flood zone or part of a greater project. 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 be first approved by the building official, and the scope of work listed on the permit must be corrected.

Renaissance Association

Contractor Rules

READ CAREFULLY

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

Table of Contents

Common Area Protection	3
Conduct.....	3
Debris & Cleaning Fees	3
Deliveries.....	3
Electrical.....	4
Fees	4
Fire Safety Equipment.....	4
Flammable Materials	4
Hoisting	5
Hours.....	5
Inspection.....	5
Liens	5
Miscellaneous	5
Nuisances	6
Parking	6
Permits.....	6
Plumbing	6
Security	7
Smoke detectors	7
Sprinkler System	7
Flooring, Stone Work and Tile.....	7
Strictly Prohibited Work.....	8
Utilities	8
Acknowledgement of Rules	8

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit conform to their own personal requirements, the Association must balance that desire with the rights of all owners. The following rules are intended to protect the common elements of the building.

Any owner who desires to remodel a unit must comply with these rules and furnish a copy of these rules to any architect, designer, contractor and/or tradesperson who plans to perform work in the Renaissance. The Architectural Review Committee, who acts on behalf of the Board of Directors, must approve all work in advance. The owner must permit inspection of the unit by a representative of the Architectural Committee at any time during construction and upon completion.

Prior to beginning any work, the owner must:

- Notify management and provide a detailed written proposal or plan describing the scope of work to be performed (including the location and extent of any demising walls to be removed or installed). The owner's contractor must submit a detailed construction and work schedule prior to commencement of the work. The schedule should indicate the start of construction, duration of project and anticipated construction completion date.
- If applicable, plans must be certified by a registered architect or engineer and state that all work will be performed in accordance with the City of Sarasota building codes, the declaration of condominium of the Renaissance I Association and these home improvement rules.
- Retain only licensed (if applicable) and properly insured contractors to perform the work. The Renaissance I Association must approve all contractors.
- Provide management with a certificate of insurance for workers compensation, general liability and umbrella from either a homeowner's insurance carrier if the owner is performing the work, or the contractor's insurance carrier, naming as certificate holder the Renaissance I Association.
- Inform contractors that the use of jackhammers, full-sized chipping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited. See sections detailing "flooring" and "strictly prohibited work". The Renaissance I Board of Directors and Community Association Manager reserves the right to prohibit any tool or device that may cause structural damage, intolerable noise or nuisance, either prior to or during the actual work.

The insurance coverage must be provided by a company licensed by the state of Florida and must provide thirty (30) days written notice of expiration or cancellation.

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

All work done within any unit must comply with the following rules.

Common Area Protection

The contractor shall provide floor protection between the service elevator access door and the unit to prevent tracking dirt throughout the common areas. It must be removed each day by 5:00 p.m. Any paint, dust or other stains or debris must be cleaned up immediately. If staff must clean common areas fees, will be deducted from the damage deposit. No construction materials or tools may be left in the common hallway at any time for any length of time. The doors to the unit must remain closed while work is in progress. The contractor must protect building finishes. Any damage to the building will be charged to the unit owner. A second offense will lead to immediate removal of the contractor from the premises.

Conduct

The unit owner is responsible for all actions of the unit owner's contractors, employees, agents and visitors. No loud, abusive or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit is not permitted. Inappropriate attire including, but not limited to short pants, shirtless or clothing with offensive messages will not be permitted. Contractors are not permitted to smoke in the common areas, including, but not limited to the lobby, hallways, stairwells, etc. Unit owner must provide bathroom accommodations.

Debris & Cleaning Fees

The unit owner is responsible for ensuring that all debris is disposed of correctly. No liquid created by sawing tile or any other material may be poured down any drain. Doing so seriously clogs pipes. The homeowner will be charged all fees to clear a drain that has been affected. No debris may be left in the trash chute rooms, elevator alcoves, or put down the garbage chute. Disposal of construction debris is not permitted in the building compactor. If construction debris is found in the building compactor, the unit owner will be billed for the trash removal at a rate of not less than \$100.00 per incident.

If any construction debris, including but not limited to, sawdust and/or drywall dust, is left in the common area hallway that requires intervention by staff, there will be a \$50 cleaning fee imposed for each occurrence. Fines will be deducted from the damage deposit on file. Once the job is completed, any remaining funds will be returned to the payor of the damage deposit.

Deliveries

The unit owner must notify the administrative office who will authorize entry of the workers into the building each day the work is to be performed. **The owner shall provide the contractor with a key to the unit if the owner will not be present. Do not provide a building entry key**

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

fob to contractors. When the contractor arrives, the reception desk personnel will ask them to sign the guest register and then permit access to the building via the service elevator. The Association will not make deliveries to the unit, will not open unit doors, and will not supervise workers in the absence of the owner.

Contractors must sign in and out each day in the logbook located at the reception desk. Scheduling deliveries of contractor equipment or material must be coordinated with the Administrative office a minimum of 48 hours in advance of delivery. **All contractor personnel, equipment, material and debris must be transported via the service elevator only.**

Arrangements for the delivery of oversized materials must be made through the elevator maintenance contractor at the unit owner's expense. The service elevator has an opening door width of 48", with an 8' car depth and an 8' car height. The loading dock is located at the Northeast corner of the building, adjacent to the parking lot. This area is limited to loading and unloading only. Parking in this area is prohibited. Materials may not be stored in the dock areas, the service hallway, or any common element.

Electrical

When electrical service upgrades are planned, the unit owner must obtain approval by a licensed electrical engineer of the load data sheets and panel schedules. All wiring must be copper. Aluminum feeders or connectors are not permitted. All electrical wiring must meet code. A copy of the electrician's license must be provided with project approval application.

Fees

Any legal or engineering fees incurred by the Association as a result of the unit owner's remodeling project shall be charged to, and reimbursed by the unit owner.

Fire Safety Equipment

Contractors performing tile work, painting, and installations of wall coverings or cabinetry are not permitted to remove or turn off the electrical circuits to the smoke alarms or fire safety equipment. When this equipment is turned off there is a serious safety issue.

Flammable Materials

Volatile or flammable materials must be enclosed in an unbreakable and safe container. Welding or cutting torches are not permitted. No gasoline powered devices or tools may be used. All contractors, residents and other parties on the premises are not permitted to smoke during use of any flammable material. Any hazardous materials must be removed from the unit premises each day.

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

Hoisting

Any hoisting of materials must be scheduled and coordinated with the Association a minimum of 48 hours prior to the time needed for the deliveries.

All material to be hoisted must be delivered to the loading dock and moved to the work area immediately. Material may not be left or stored at the loading dock, or block or limit the use of the facility in any way. Parking or blocking of the roadway leading to the loading dock is subject to towing or removal at the contractor's expense.

Hours

All work shall be performed between the hours of 8:00 am through 5:00 pm Monday through Friday for construction and deconstruction work, and 10:00 am through 5:00 pm on Saturdays for quiet work, e.g. painting. No work may be performed on Sundays or holidays. Thanksgiving, Christmas and New Year's holidays work time restrictions apply. Consult with staff for details.

Inspection

Initials: _____

All in-unit projects will be inspected throughout the project. If work is not being performed as described in the application, the Renaissance Association will stop the work until a correct application with all required paperwork and forms is submitted and approved. Failure to permit inspection will result in immediate termination of in-unit work.

Liens

The contractor or subcontractor shall have no authority to place a lien upon the condominium association or any interest therein.

Miscellaneous

Management will provide the building plans for review upon the unit owner's request, but the plans may not be removed from the building's Administrative office.

All tools, building materials and personnel will travel by the service elevator only.

All tools, materials and equipment must remain within the unit and may not be stored in any of the common areas, including the loading dock area.

Employees of the Renaissance I Association may not loan out any tools or equipment.

Screens may only be placed on the interior of the sliding glass doors inside the unit.

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

No nailing or screwing is permitted in the concrete ceilings and floors to prevent interference with embedded post-tension cables. An errant screw or nail that pierces a cable could result in major damage to the building infrastructure and could expose the owner to serious liability claims.

The unit owner is responsible for compliance with all Home Improvement Rules. It is the unit owner's responsibility to provide a copy of these Home Improvement Rules to every contractor, and the contractor must instruct his employees and subcontractors about these rules and guidelines and enforce compliance at all times.

Nuisances

Management must be notified at least 24 hours in advance of any work that could cause offensive odors, dust, paint fumes, or volatile nuisances. For example, surface refinishing, chemicals or solutions, paint removers, varnishes or lacquers. Anyone using these compounds in or around the building without the approval of the Association will be required to immediately cease work and permanently remove all those materials.

The unit owner should ensure that materials used do not emit noxious, dangerous or volatile fumes. Unit doors may not be propped open.

Parking

Limited contractor parking is available adjacent to the North garage exit door. The loading dock is for loading and unloading only. Contractor parking in the loading dock is not permitted. All contractor vehicles must be off the property by 5:00 pm.

Permits

Either the unit owner or contractor shall obtain all necessary permits or licenses before commencing any work. All contractors must be bonded and licensed by the state of Florida. Contractors must supply a copy of applicable permits and licenses to the management office with the application for project approval.

Plumbing

Installation of new toilets and sinks may require replacement of shut-off valves. Forty-eight hours advance notice is required so that Management may notify residents that the water will be turned off in the tier(s) involved. All plumbing work that may require the water to be turned off should be scheduled to occur at one time. All plumbing must be done by a licensed and insured contractor and copy of the license must be provided with the project approval application.

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

Security

Exterior doors shall not be propped open, except while material is actually being moved through the doors. The contractor, employees, agents and visitors are to restrict themselves to the unit while work is in progress.

Smoke detectors

When there is remodeling planned that could cause dust, the unit owner must make sure that the unit and hallway smoke detectors are covered to avoid triggering false alarms.

Sprinkler System

If the sprinkler heads in a unit are subjected to heat, excessive dust or are hit they will activate, triggering all the sprinkler heads in the unit and initiating the buildings life safety system. The unit owner will be responsible for any costs associated with accidental activation of the sprinklers or the fire alarm system.

Any shutdown to the fire protection system must be pre-scheduled with the Administrative office. Sprinkler heads and feed pipes cannot be moved or reconfigured.

Flooring, stone work, and tile

No cutting is permitted on balconies or in the common elements. No water saws or other power tools may be operated on balconies. No liquid resulting from wet sawing may be disposed of in any drains. Carpeting is not permitted on balcony floors. If balconies are to be tiled, care must be taken to leave all existing caulking undisturbed. An association representative must inspect all tiling jobs on balconies to validate that no damage was done to critical floor, wall or door caulk joints. Before heavy tile such as marble can be installed an architect or engineer must issue a report certifying that it will not damage the balcony and building structure.

To minimize the transmission of sound between adjacent units, appropriate sound deadening material must be used. To achieve required soundproofing, ALL hard flooring installations must achieve a documented STC sound transmission rating of 72 or greater.

The following underlayments have been pre-approved for the soundproofing of hard flooring installation: ProFlex90, Whisper Mat CS, and Nuvelle K11 Pro Plus. For any other soundproofing products, either underlayment or a soundproofing layer integrated into the flooring itself, a sample of the material and a spec sheet, as well as full documentation on determination of the STC sound transmission rating, must be attached.

Contractor initials _____

Renaissance I Association Home Improvement Rules

Note to unit owner: Before entering into an agreement with a contractor, it is imperative that you read and understand these rules.

Requests to use a small chipping hammer to remove floor tile and underlying thinset will be considered on a case-by-case basis. A complete description of the tool, including brand, model, and size (e.g. 10 pounds) must be included in the work description in the packet, and the tool itself must be examined by a member of the Architectural Committee or building staff prior to actual use.

See appendix A for detailed information regarding tile installation on balconies and terraces. Available on request.

Strictly Prohibited Work

The use of jackhammers, full-sized chipping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited.

No additional bathrooms or half bathrooms are permitted.

Any combustible materials placed above the finished ceiling or in any other concealed space is prohibited.

Any work that will affect the appearance or use of the unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building utility or life systems is prohibited.

Moving the shower drain that involves cutting into the concrete slab below is prohibited.

Wood for shower curbing is forbidden.

Utilities

Rerouting of cable TV and/or other utility lines impinge on the common elements and must be approved by Management in advance. The use of hallway electrical outlets is not permitted.

Acknowledgement of Rules

I have read and understand these rules.

Homeowner: _____

Contractor: _____

Contractor initials _____