

## **Unit Modification/Renovation/Remodel**

Unit owner's from time to time want to modify, remodel and or renovate their units. What projects require official Association approval? Nearly all significant projects, ie: structural, plumbing, electrical etc.. Such projects may impact other unit owners, your building and it's structural stability. Not only unit owners required to obtain Association approval but they must obtain any and all building permits, and must also employ A Florida State licensed contractor who is registered in The City of Marathon and Monroe County.

Why the need for permits? Building permits ensure compliance with current building codes as well as ensure the structure and safety of your unit, other unit owners units, but also protects the common elements. So what is the procedure to obtain the Association's approval for your project?

**The Association and or its membership is not responsible for obtaining permits for unit owners. That responsibility falls on the unit owner themselves and or their contractor.** It all starts with the City of Marathon. Instruction and information pertaining to permits can be found on the City's website; <https://www.ci.marathon.fl.us/building>

The following are the steps for Association approval;

1. Select your contractor.
2. Go to the City's website; <https://www.ci.marathon.fl.us/building>. Follow the City website directions.
3. You and or your contractor must fill out the appropriate City of Marathon Building Permit Application. Forms are available on the City's website; <https://www.ci.marathon.fl.us/building/page/forms>.
4. Provide any and all documentation required by the City for your permit.
5. Pay your permit fee to the City.
6. The City will review your submission if there are any deficiencies they will contact you and or the contractor accordingly. If the submission is complete the permit will be approved but put on hold until the City receives the official Association approval for the project.
7. Contractor and or Owner will be notified by the City the requirement of the Association Approval. Owner will have to contact the Association and provide the following to the Association in order to obtain approval:
  - A. Provide copy of permit application with all documents associated with project that were submitted to the City (drawings, description of work to be performed).
  - B. Copy of Contractors License for the Contractor performing the work.
  - C. Certificate of Insurance for General Liability from Contractor performing the work with coverages; 1,000,000 per occurrence, 2,000,000 Aggregate, 2,000,000 completed product. The association must named as additionally insured with waiver of subrogation.
  - D. Certificate of Insurance for Workmen's Compensation from Contractor performing the work with coverages; 1,000,000 each accident. The association must named as additionally insured with waiver of subrogation.
  - E. Copy of contract and or invoice for construction dumpster.

In order to process approvals in a timely manner please submit all documents under item 7 for review and approval.

**Disclaimer:** Each project is different and as such the Association may require additional information pertaining to the project as part of the approval process.