

Owner Name: \_\_\_\_\_

Unit # \_\_\_\_\_

### **ARCHITECTURAL REQUEST FORM – Checklist**

- Architectural form signed by owner
- Make sure details/specs about work being done are included
  - Have details/specs reviewed by Board (Renovation Committee or assigned members) to make sure they meet our guidelines. For window replacement, be sure the specs for tinting and frame color are correct.
- Copy of Contractor Insurance Coverage obtained
  - Association must be named as an additional insured
  - Workers' compensation must be covered or need proof of exempt status
  - Check dates that liability insurance is current during time work is being done
- Copy of contractor license received
- Approval sent: \_\_\_\_\_
- Copy of permit received
- (For installation of tile) Whisper mat sound barrier was installed as required:
  - Date installed: \_\_\_\_\_
  - Board Member: \_\_\_\_\_