



*The Landmark*

CLUB CONDOMINIUM ASSOCIATION INC.

## CONTRACTOR REQUIREMENTS

ALL WORK MUST BE PERMITTED BY THE CITY OF AVENTURA  
COPY OF PERMIT MUST BE GIVEN TO THE OFFICE PRIOR TO START OF WORK

DATE:	UNIT #:
Owner(s) Name:	
Phone Number:	
Email:	

### CONTRACTOR INFORMATION

Company or Individual Name (the Contractor):	
Project Contact Name:	
Phone Number:	Email:

TYPE OF MODIFICATION BEING REQUESTED:

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Estimated Time of Completion: \_\_\_\_\_

In order for your application to be consider, the following must be provided:

- o Copy of Contractor(s) State License
- o Copy of Plans (Digital)
- o Copy of All City of Aventura **Permits**. Permit must be display at the front door during the entire project

- A Certificate of Insurance reflecting at minimum General Liability of **\$1,000,000** Per Occurrence/ **\$2,000,000** Aggregate **\$2,000,000** Products and Completed Operations and Worker's Compensation Limits with **NO** less than: **\$500,000** (EXEMPTIONS ARE NOT ACCEPTED FOR CONSTRUCTION RELATED WORK) Each Accident/ **\$500,000** Each Disease Each Employee/**\$500,000** Each Disease Policy Limit. Certificate Holder MUST be listed as additional Insured to General Liability and endorsed as follows: (Sample Certificate enclosed)

**Certificate Holder:**

The Landmark Club Condominium Association, Inc.  
20185 East Country Club Drive  
Aventura, FL 33180

**Description of Operations:**

The Landmark Club Condominium Association Inc is listed as an Additional Insured with regards to the General Liability per policy terms. A Waiver of Subrogation applies on the General Liability and Worker's compensation per policy terms.

- ALL SUB-CONTRACTORS NEED TO PROVIDE CERTIFICATE OF INSURANCE AND WORKER'S COMPENSATION AS WELL.
- \$1,000 Refundable Security Deposit prior to start work PAYABLE TO THE LANDMARK CLUB.
- Flooring Installation: Provide sample of Soundproof. Require sound isolation and acoustical treatment carrying a minimum Sound Transmission Classification (STC) of 55 and a minimum Impact Isolation Classification (IIC) of 55. Landmark Club Staff must inspect Sound Proofing prior to floor installation.
- Provide Waterproofing specifications

**Please return this Form to:**

Attn: Management Office  
The Landmark Club Condominium Association  
20185 E Country Club Dr  
Aventura FL 33180  
Email: [office@thelandmarkclub.com](mailto:office@thelandmarkclub.com)

## ASSOCIATION RULES AND REGULATIONS

1. **DELIVERIES & RECEIVING:** The Receiving Area will be open from Monday – Friday 8:00AM to 4:00PM. All materials and equipment MUST be transported to the unit of work IMMEDIATELY. No items may be stored or left for any amount of time in the elevator or receiving area. Delivery companies are required to provide a certificate of insurance evidencing coverage in an amount to be determined by the Property Manager, with such evidence provided prior to accessing the Property. All contractors are required to Sign in and leave their I.D.s at Receiving area prior to entering the building. All I.D.s MUST be picked up by 3:50 pm.
2. **DOORS:** Entrance doors to individual Units are to remain closed at all times except for required ingress and egress.
3. **CONSTRUCTION:** Demolition and/or any Jack Hammering or other similarly loud construction activity is **RESTRICTED** to the hours of **9:00AM to 3:00PM**. The Management Office needs to be notified in advance to allow time for a **“Construction Noise Notice”** to neighboring units for Demolition Phase. Total Renovations and/or repairs must be completed start to finish in four (4) months unless otherwise approved by the Association’s Board.
4. **PROTECTION OF ASSOCIATION PROPERTY:** Contractors are responsible for protection the walls, ceiling, doors, floors and other common areas from damage. Please use extreme caution in transporting materials and equipment and remember that any damage to the common areas will be charged against the security deposit and if such security deposit is insufficient to cover the damage, the Association may pursue its legal remedies for recovery of such remaining amounts, and in addition may also seek an additional security deposit for the remainder of the work. The residential hallway must be covered and protected from damages; the protection must be removed, and the area must be cleaned at the end of each workday. **No Tools, Equipment or Materials** are to be placed directly onto the marble or carpeting of the hallways while replacing AC units. Contractor MUST cover the carpet and ensure no damage is caused to it.
5. **EXTERIOR APPEARANCE:** The exterior of the Condominium and all other areas appurtenant to the Condominium shall not be painted, decorated or modified by any Unit Owner in any manner without the prior written consent of the Association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association. No awnings, window guards, light-reflective material, hurricane or storm shutters, ventilators, fans or air-conditioning devices shall be used in or about the Condominium except as shall have been approved in writing by the Association. Storm shutters must meet exact specifications established by the Association. All storm shutters must be uniform in appearance. Installation of drapes or curtains visible from the exterior of Units shall have white or off-white, blackout-type liners used, which liners must be approved by the Association. If storm shutters are closed, no furniture or plants of any type, or any other

objects, may remain outside the shutters. If electric storm shutters are being considered to be installed, all wiring must be through interior walls. Absolutely no outside electrical wiring is permitted.

6. **REPAIR WORK:** No Unit Owner shall make, or cause to be made, any structural modifications, alterations or replacements in the Unit without the consent of the Association. All Contractors who undertake work on the Property must be licensed and insured. Prior to the start of any work, the Contractor must submit a copy of their certificate of insurance and proof of workers' compensation insurance to the Management Office. If applicable, all work must be permitted by the City of Aventura. Contractors and their personnel must log in with Security. No repairs will be performed within a Unit by an Owner, contractor, or subcontractor prior to 8:00 a.m. or subsequent to 4:00 p.m. No work will be performed on Saturday, Sunday or National Holidays. Upon the completion of the repair work, Property Management inspection and Association's assessment of damage will be complete. If no damage is assessed, the construction security deposit will be returned to the Unit Owner. Demolition work is limited to ten (10) working days. Demolition and any jack hammering, or other similarly loud construction activity is restricted to the hours of 9:00 a.m. to 3:00 p.m. Total renovations and/or repairs must be completed start to finish in four (4) months unless otherwise approved by the Association's Board. Unit Owners are responsible for any damage caused by transporting of construction materials or any other materials being moved to and from their Unit. All carpets or floors leading to a Unit that is under construction must be protected from the elevator door to the Unit door. For further information regarding this topic, please request the detailed outline of Contractor Rules available in the Association's Management Office.
7. **STRUCTURAL MODIFICATIONS:** No Unit Owner shall permit any structural modification or alteration to be made within a Unit without first obtaining the written consent of the Association. Such consent may be withheld should the Directors determine, in their sole discretion, that such structural modification or alteration would affect, or in any manner endanger, the Condominium Property. If the modification or alteration desired by the Unit Owner involves the removal of any permanent interior partition, the Association will have the authority to permit such removal so long as the permanent interior partition to be removed is not a load-bearing partition and so long as the removal thereof would in no manner affect or interfere with the provision of utility services to any Common Elements.
8. **WINDOWS:** No Unit shall have aluminum foil placed in any window or glass door or any reflective or tinting substance placed on any glass, except such as may be approved in writing by the Board for energy conservation purposes. The replacement of window or windows requires the prior written approval of the Board and all new window installations must meet the current Miami-Dade County and the City of Aventura building code specifications.

Window Color: BRONZE

Window Frame: Duranar Bermuda Bronze

Shutters: Ivory

9. **ELEVATOR USAGE:** Contractors are prohibited from using any elevator other than the SERVICE ELEVATOR. Service elevator must be entered by the Receiving Area. Contractors are prohibited to enter the Lobby area. **Management Office needs to be notified at least 48 hours in advance if Contractor desires to remove large quantity of debris.**
10. **REMOVAL OF TRASH / DEBRIS:** All contractors are responsible for the removal of all trash/debris from the property. All trash/debris MUST be well bagged. If your contractor is found dumping debris down the Trash Chute or leaving trash/debris in the residential hallway or common areas, contractors/workers will be denied access to work in the unit until trash/debris is removed. Dumping debris down the trash chute and/or any plumbing fixture is prohibited and a fine of \$100.00 plus any damage caused by such action will be applied to the unit.
11. **WORKING WITHIN COMMON AREAS IS NOT PERMITTED:** No work is to be performed in common areas or hallways. Cutting materials in the stairwells, hallways or in the unit balconies is strictly prohibited.
12. **RESTROOM FACILITIES:** Unit Owner Contractors may only use the restrooms located in the unit in which they are working. Use of the building's common area restrooms is **PROHIBITED** and not complying to this will result in a violation and potential fines.
13. **DUMPSTERS:** Construction-related garbage dumpsters are permitted on weekdays only. No construction-related garbage dumpsters will be allowed to remain on property for more than forty-eight (48) hours. Contractor MUST coordinate with the Management Office and provide Certificate of Insurance including Automobile policy.
14. **PLUMBING:** All exposed drains MUST be properly cover at all times during the renovation.

## MANAGEMENT INVOLVEMENT & INSPECTIONS

After any Unit Owner has completed or caused any contractor to complete, any renovations, repairs, modifications or other work within said Unit Owner's Unit (including, without limitation, any of the renovations, repairs, modifications or other work described in this package), the Unit Owner shall notify the Association's management of such completion, and shall permit the Association's designated personnel to enter the unit in order to inspect the subject renovation, repairs, modifications or other work for the purposes of confirming the compliance thereof with all of the rules set forth in these Specifications as well as all other conditions imposed by the Association's Board of Directors with respect to design, structural integrity, construction details, lien protection or otherwise.

With respect to any work within a Unit that requires the removal of ceilings and/or walls, the Unit Owner performing, causing or allowing such work to be performed shall allow the Association's designated personnel to enter the Unit during the course of such work,

at any time and from time to time upon request, in order to inspect exposed building systems and determine if any defects exist. Defects that may be discovered include but are not limited to the following:

- Leaking or corroded piping
- Sanitary piping that is improperly sloped
- Defective sanitary piping couplings
- Missing or defective fire stopping for piping penetrations of floor slabs and fire rated walls.
- Improperly supported piping.

## SERVICE ELEVATOR DIMENSIONS

<b>Dimensions:</b>	<b>Door</b>	<b>Cab Interior</b>
Height	6'10"	8'3"
Depth		6'1"
Width	3'3"	5'
Weight Capacity		3,500 lb

## SCHEDULE OF INFRACTIONS AND FINES

Owners are responsible for the conduct of their Contractor. The following are common infractions that if committed may subject the Owner to fines, stop work orders, and/or removal of the Contractor from the property. Contractors that repeat infractions that are found by the Association to have impacted another owner's unit and/or common elements may be prohibited from any further work in the condominium. If payment of a fine is not provided, then it will be deducted from the security deposit. A collection of three unpaid fines will result in a stop work order until the fines are paid.

<b>INFRACTION</b>	<b>RECOURSE</b>
Unapproved work in unit/Deviating from approved scope of work	Stop Work Order plus: \$250 – 1 <sup>st</sup> Occurrence \$500 – Further Occurrence
Failing to provide the Association the most up to date certificate of insurance, license(s), and permit(s) while continuing to work on the premises	Stop Work Order
Failure to repair/resolve any issues within a reasonable time demanded by the Association	Stop Work Order Plus: \$100 – Per day of Continuing Violation
Materials left on premises other than the unit being serviced. Examples: Residential Hallways, Receiving Area, Staircase, etc.	\$100 – Per Day of Continuing Violation
Dumping debris down any plumbing fixture	Stop Work Order Plus: \$300- Each Occurrence and Any Damages

Trash Chute usage for construction debris	Stop Work Order Plus: \$100- Each Occurrence and Any Damages
Setting off smoke detectors/fire alarm	\$250- Each Occurrence and Any Damages (Replacement of Device & City of Aventura Fines may also apply)
Setting off a trouble on the fire panel by tampering with the life safety system	\$100- Each Occurrence and Any Damages (Replacement of Devices & City of Aventura Fines may also apply)
Setting off the sprinkler system and/or causing any leaks affecting neighboring units/common areas	Stop Work Order and Any Damages Plus: \$1000 – 1 <sup>st</sup> Occurrence \$2000 – Further Occurrence and possible Denied Access to Return to the Job Site
Trespassing/Remaining onto Association Property after work hours without Association's approval	\$100- Each Occurrence and Removal from the Property.
Overloading the service elevator	\$100- Each Occurrence and Any Damages
Vandalism and/or theft	Will be prosecuted under penalty of law
Smoking in all common areas	\$100 – Each Occurrence, any Damages and Removal from the Property
Working on/cutting materials within common areas (stairwells, hallways or unit balconies)	\$100 – Each Occurrence and Any Damages
Moving equipment/materials in the elevator other than the service elevator	\$100- Each Occurrence and Any Damages
Failure to comply with preventative maintenance: <ul style="list-style-type: none"> <li>○ To apply proper drain plugs.</li> <li>○ To maintain the front doors closed at all times</li> <li>○ To maintain a clean residential hallway</li> </ul>	\$100 – Per day of Continuing Violation
Failure to provide notice/access/proof to the Association: <ul style="list-style-type: none"> <li>○ Of the newly installed shower pan(s) prior to shower tile installation</li> <li>○ Of the newly installed soundproofing/waterproofing prior to floor installation</li> <li>○ Of any exposed building system prior to drywall installation</li> <li>○ The marked results from the Ground Penetrating</li> </ul>	\$100 – Per day of Continuing Violation Plus removal of flooring in order to inspect Soundproofing.
Failure to turn off the main water supply at the end of each workday.	\$100 – Per day for Continuing Violation

**I/We** (jointly & severally) understand, acknowledge and agree that The Landmark Club Condominium shall not be held liable or responsible for any losses or damages sustained by Contractors, Subcontractors and workers which perform Work upon the premises in Violation of the above.

**I/We** (jointly & severally) understand and agree, release, indemnify, defend and hold harmless The Landmark Club Condominium, its Board of Directors, officers, agents and/or assigns, employees, lessees, guests and invitees as well as all members of the Association from and against all claims, damages, losses and expenses, including attorney's fees, at both trial and appellate level, arising out of or resulting from the Contractor or vendor's entry to the undersigned's residence and the work performed by through or under them, as well as any acts or omissions by such Contractor or vendor in, on, or around the Condominium Property. This indemnification shall extend to all claims and damages, including consequential damages, losses, expenses attributable to bodily injury, death and to damages, theft, injury and destruction of real and personal property including loss of use resulting therefore arising out of or resulting from work performed by the Contractor or vendor and entry into the undersigned's residence.

**I/We** (jointly & severally) understand, acknowledge and agree that a refundable construction security deposit is required from the General Contractor/Unit Owner for the Renovation submission. The security deposit is refunded after receipt of the final inspection permit from the City of Aventura and Association's post-inspection walk-through minus any common area damage.

**I/We** (jointly & severally) understand, acknowledge and agree that we are solely responsible and required to ensure that any and all work proposed herein and/or completed to the unit conforms to all Local, Municipal, State and/or Federal Building Codes and the Association's Declaration of Condominium.

**I/We** (jointly & severally) understand, acknowledge and agree that we are solely responsible for any costs associated with the review and/or required approval(s) of the aforementioned project, including but not limited to Architectural and/or Engineering and Legal review(s).

**I/We** (jointly & severally) understand, acknowledge and agree that all Design Professionals, Contractors and/or Sub-Contractors working in my unit must comply with The Landmark Club Condominium Guidelines as set forth below.



Failure to abide by these procedures may lead to excluding Design Professionals, Contractors and/or Sub contractors from working on the property.

I/We have read this release and understand and agree to all of its terms. I/We execute it voluntarily and with full knowledge of its significance.

In witness whereof, the undersigned have executed this Application Form, and this Release incorporated herein, the day and year set forth below.

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

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/31/19

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>BALUJA &amp; ASSOCIATES INC</b> PO BOX 297498 PEMBROKE PINES, FL 33029-7498	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(954)272-1331	FAX (A/C, No): (954)272-1335
	E-MAIL ADDRESS:	SERVICE@BALUJAINSURANCE.COM	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	HUDSON INSURANCE COMPANY	25054
	INSURER B:	HUDSON EXCESS INSURANCE CO.	14484
	INSURER C:	UNITED STATES FIRE INS. CO.	21113
	INSURER D:		
	INSURER E:		
	INSURER F:		

FL 33010

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

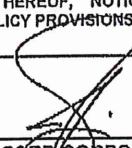
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
A	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY						MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						PERSONAL & ADV INJURY	\$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB						GENERAL AGGREGATE	\$ 2,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						PRODUCTS - COMP/OP AGG	\$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y			COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
B							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
A							PIP:	\$ 10,000
							EACH OCCURRENCE	\$ 4,000,000
B							AGGREGATE	\$ 4,000,000
								\$
A							<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
B							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B							WAREHOUSE:	\$1,600,000
							PER TRUCK:	\$ 150,000
							PER OCCURRENCE:	\$ 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE LANDMARK CLUB CONDOMINIUM ASSOCIATION, INC., IS LISTED AS AN ADDITIONAL INSURED WITH REGARDS TO THE GENERAL LIABILITY PER POLICY TERMS. WAIVER OF SUBROGATION APPLIES ON THE GENERAL LIABILITY AND WORKERS' COMPENSATION PER POLICY TERMS.

## CERTIFICATE HOLDER

## CANCELLATION

<p>THE LANDMARK CLUB CONDOMINIUM ASSOCIATION, INC. 20185 EAST COUNTRY CLUB DRIVE AVENTURA, FL 33180</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
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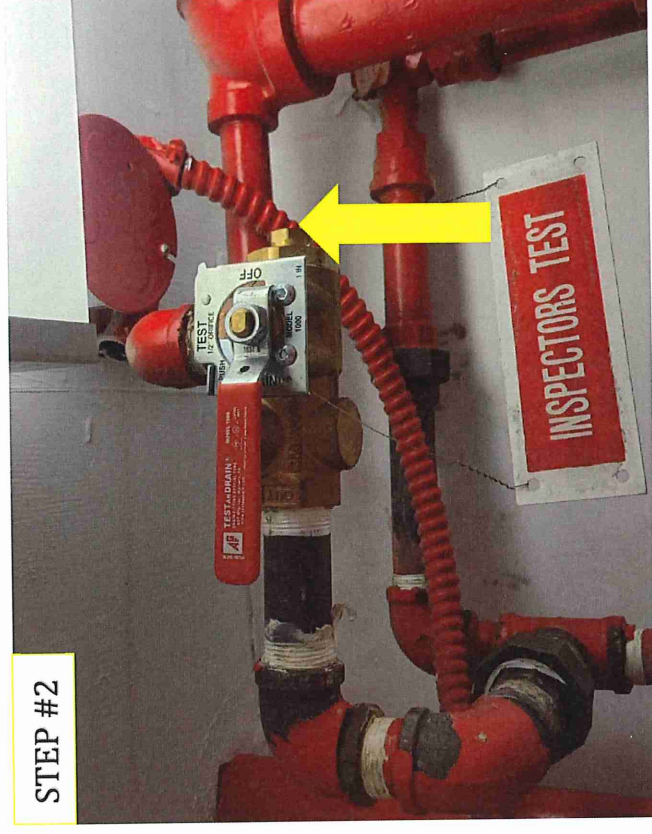
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# FIRE SPRINKLER SHUT OFF INSTRUCTIONS

*Como cerrar la valvula de los rociadores contra fuego en caso de emergencia*

In case of an emergency, turn the **(RED)** handle to the clockwise position until it stops.

En caso de emergencia, gire la manija **(ROJA)** en la direccion de las agujas del reloj hasta que se detenga



Open the drain line valve all the way until it stops.

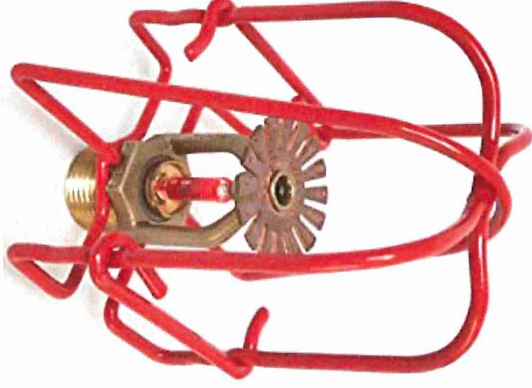
Abrela valvula de la linea de drenaje hasta que se detenga al final.

# PROTECT THE FIRE SPRINKLER HEADS

*Proteger los cabezales rociadores contra incendios*

Fire Sprinkler Heads should be protected or capped throughout the apartment. Contractors will protect the fire sprinkler heads in the hallway if needed.

**Los cabezales de los rociadores deben ser protegidos dentro del apartamento. Contratistas protegeran los cabezales de lso rociadores en el pasillo si es necesario.**



# PROTECT FLOOR IN RESIDENTIAL CORRIDOR

*Proteccion del suelo en el pasillo residencial*

Floor Protection is required to be installed before starting work each morning and removed before leaving for the day.

**Se requiere protection para el piso que debe ser instalado antes de empezar a trabajar cada manana y se retirara antes de finalizar el dia.**



# Plumbing – Proper Plugs

**Improper  
Drain Cover**



**Proper Drain  
Cover**

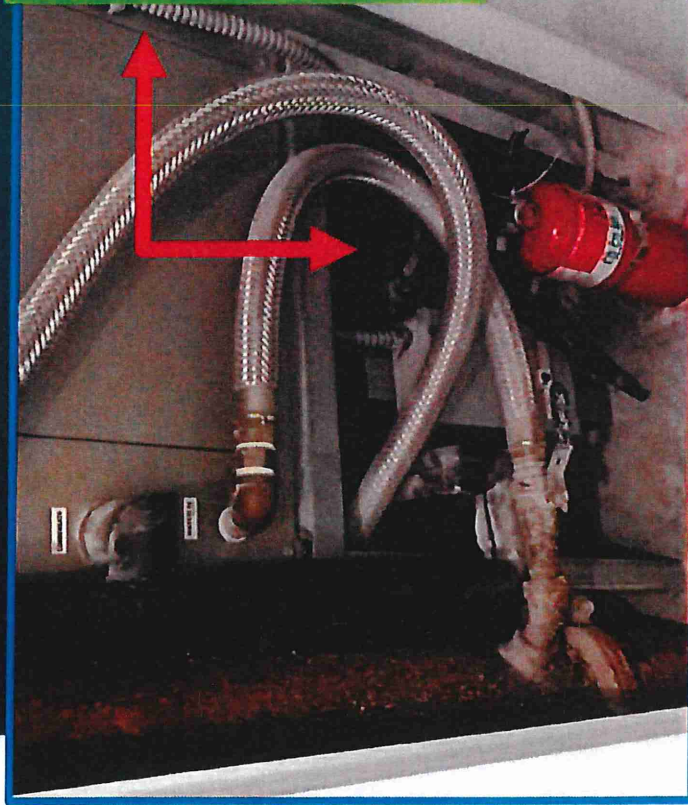


Any open drains must be properly plugged during the entire duration of the project.  
*Cualquier desagüe abierto debe estar correctamente conectado durante toda la duración del proyecto.*



# Domestic Water Shut Off Daily

*Cierre diario de agua doméstica*

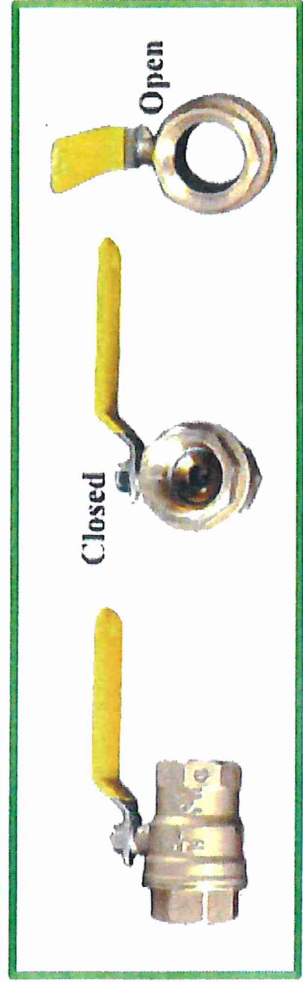


Turn the shut off valve 90 degrees until the supply valve is completely closed

*Cierre la válvula 90 grados hasta que el suministro este completamente cerrado.*

Locate the domestic water shut off valves in the air-conditioning closet.

*Localizar las valvulas de cierre de el agua doméstica.*





## HELPFUL BUILDING PERMIT INFORMATION FOR CONDOMINIUM ASSOCIATIONS

*This information is provided to help association members and managers properly advise your residents about building permit requirements.*

### When are permits required?

- Work modifying and replacing a building's existing structure/layout in any way;
- Flooring;
- Any electrical work, including installation of ceiling fans;
- Replacement of an air conditioner unit;
- Installation of a water heater;
- Changing a toilet or a sink fixture;
- Kitchen Cabinets, which required the reinstallation of plumbing fixtures and/or electrical outlets or which changes the configuration of the existing kitchen;
- General maintenance and repairs exceeding \$500 in labor and materials.

**Note:** *Where repairs must be performed in an emergency situation, the permit application shall be submitted to the Building Division within the next business working day.*

A permit ensures the consumer that the work is being done properly and with the appropriate materials.

Licensed contractors, who are registered in the City of Aventura, are required to obtain the above cited permits.

### What documentation is required?

- Complete building permit application including notarized signatures of the owner and qualifier;
- Two (2) sets of documents depicting the work to be performed. If documents are drawings, they must be drawn to scale and may be required to be signed and sealed by an architect/engineer;
- For flooring, include information on the soundproofing rating of material to be used, including documentation substantiating the soundproofing values;
- Two (2) sets of calculations and two (2) sets of Product Approvals (NOA) for windows, exterior doors, shutters and skylights;
- Letter from condominium association approving work being done.

Please contact our Building Division at 305 466 8937 if you have any questions