

# EMPRESS CONDOMINIUM ASSOCIATION, INC.

## Remodeling Authorization Request

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

Unit Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

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1. Remodeling Authorization Request must include detailed, fully dimensioned engineering drawings from a licensed contractor depicting all work to be accomplished.
2. The installation of enclosures or partitions in the vicinity of utility services must provide sufficient clearances to enable repair or replacement of any such service lines.
3. Any such enclosures or partitions should be constructed to facilitate easy (non-damaging) removal and re-installation.
4. Unit owners and contractors must meet with Building Manager prior to request approval.
5. Any work involving intrusion in the wall, ceiling or flooring must have the necessary governmental permitting.

***All renovations that involve relocation or addition to existing plumbing, electrical, A/C duct work or structural aspects must submit "AS BUILT" drawings to the Empress Office at the completion of the project. These drawings will depict the final location of all altered elements. In addition, a copy of the Contractor's License, Proof of Insurance AND A COPY OF ANY REQUIRED PERMIT must be submitted to the Property Manager BEFORE work commences.***

Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_ Approximate Duration: \_\_\_\_\_

**REMINDER – There is to be NO cutting of tile or other materials on the catwalks or balconies!**

**(Please complete form and return it to the Empress Office)**

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☐ Approved ☐ Not Approved \_\_\_\_\_

Board Member \_\_\_\_\_ Date \_\_\_\_\_

Board Member \_\_\_\_\_ Date \_\_\_\_\_

Property Manager \_\_\_\_\_ Date \_\_\_\_\_

**THE ELEVATORS WILL BE CLOSED FROM AUGUST 2020 TO MARCH 2021 TO ALL CONTRACTORS**