

EMPRESS CONDOMINIUM REMODELING FORM

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Telephone (772) 229-3003 Email: empresscondo@gmail.com

Please read the following information thoroughly and complete and return pages 7, 8, and 9-12 (whichever unit applies.)

Also, please return a copy of the underlayment to be used as indicated on page 13, as well as a copy of the contractor's license and certificate of insurance.

Thank you for your anticipated cooperation.

Empress Management

Empress Condominium

Remodeling Policy

This policy framework aligns with Florida Statute Chapter 718, the Florida Building Code, and structural safety practices adopted after recent Florida condominium legislation.

1. Board Approval Requirement

- All renovations require prior written approval from the Association.
- No work may begin until written authorization is granted.
- Owners must submit plans, contractor information, and permit documentation where applicable.

2. Structural Protection Rules

- No drilling, cutting, or penetration of structural concrete without engineer approval.
- Structural components include slabs, columns, beams, balconies, and load-bearing walls.
- Structural work must be reviewed by a licensed Florida structural engineer.

3. Balcony and Exterior Restrictions

- Exterior walls are common elements.
- No drilling into balcony slabs without approval.
- Exterior changes must maintain uniform appearance.

4. Plumbing System Protection

- Vertical plumbing stacks are common elements and may not be relocated.
- Moving sinks, toilets, or showers requires a permit.
- Wet-area modifications must maintain waterproofing.

5. Electrical System Rules

- All electrical work must be done by licensed electricians.
- Panel upgrades or new circuits require permits.
- Common electrical risers may not be modified.

6. HVAC and Mechanical Work

- AC replacements must follow local permitting requirements.
- Condenser relocation requires board approval.
- Penetrations through fire rated walls require inspection.

7. Flooring Sound Control

- Hard flooring requires approved acoustic underlayment.
- IIC documentation must be submitted.
- Association has listed pre-approved underlayment products.

8. Waterproofing Requirements

- Bathroom
- oms must include waterproof membranes.
- Shower renovations must follow waterproofing standards.
- Water damage caused by renovations is the owner's responsibility.

9. Contractor Requirements

- Contractors must hold valid Florida licenses.
- Insurance certificates must be provided.
- The Association may require being listed as additional insured.

10. Construction Work Rules

- Construction hours limited to weekdays.
- No work on weekends or holidays.
- Common areas must be protected.

11. Permit Compliance

- Owners must obtain required building permits.
- Permits must be provided before work begins.
- Final inspection documentation required.

12. Prohibited Activities

- Cutting structural concrete without approval.
- Modifying fire protection systems.
- Relocating plumbing stacks or electrical risers.
- Altering exterior building envelope.

13. Owner Responsibility

- Owners are responsible for contractor compliance.
- Owners must repair damage caused by renovations.
- Owners must maintain insurance coverage during construction.

Appendix – Renovation Application Checklist

- Description of work
- Contractor license and insurance
- Permit documentation
- Construction schedule
- Acoustic flooring certification (if applicable)
- Engineering drawings (if structural work)

Empress Condominium Remodeling Approval Checklist

(In accordance with St. Lucie County / Florida Building Code / Chapter 718)

Step 1 — Does the Work Affect Structural Concrete?

Examples:

- Columns
- Beams
- Slabs
- Shear walls
- Masonry
- Balconies
- Load-bearing walls

If YES

- Structural engineer review required
- County building permit required.
- Board approval required

If NO

- Continue to Step 2
-

Step 2 — Does the Work Affect Building Systems?

Plumbing

Examples:

- Moving sinks, toilets, tubs, showers
- Moving washing machines
- Relocating water heaters
- Installing wet bars

If YES

- Plumbing permit required
 - Licensed plumber required
 - Board approval required
-

Electrical

Examples:

- New circuits
- Panel upgrades
- Moving outlets or switches
- Hardwired appliances
- Lighting additions

If YES

- Electrical permit required
 - Licensed electrician required
 - Board approval required
-

HVAC / Mechanical

Examples:

- AC replacement
- Condenser relocation
- New ductwork

If YES

- Permit required
 - Board approval required
-

Fire Protection Systems

Examples:

- Sprinkler head relocation
- Fire alarm changes
- Smoke detector system modifications

If YES

- Permit required
 - Fire protection contractor required
 - Board approval required
-

Step 3 — Does the Work Affect the Exterior of the Building?

Examples:

- Window replacement
- Sliding door replacement
- Exterior doors
- Hurricane shutters

If YES

- Building permit required
 - Association approval required
 - Must comply with building uniformity rules
-

Step 4 — Does the Work Affect Common Elements?

Typical condo common elements:

- Structural concrete
- Exterior walls
- Roof
- Plumbing risers
- Electrical risers
- HVAC shafts
- Fire systems
- Building envelope

If YES

- Board approval required
- Often engineer review required
- Permit usually required

Owners generally **cannot alter common elements** without board approval under **Florida Statute 718.113**.

Step 5 — Is the Work Only Cosmetic?

Examples:

- Painting
- Wallpaper
- Baseboards
- Crown molding
- Cabinet replacement (same layout)
- Countertops
- Closet shelving
- Appliance replacement
- Faucet replacement
- Interior door replacement
- Carpet replacement

If YES

- No building permit required
- Usually board notification required

Step 6 — Flooring Replacement Rules

Because of **noise transmission between units**, Florida building code requires:

- ✓ Sound underlayment
- ✓ Acoustic rating (IIC) - Refer to Appendix B

Permit is usually **not required**, but **board approval is always required**.

Empress Condominium

Remodeling Project Description

This package provides a structured process for condominium unit renovations. It helps associations and unit owners comply with Florida Building Code, local permitting requirements, and Florida Statutes Chapter 718. The goal is to protect structural integrity, life-safety systems, and neighboring units while allowing reasonable improvements.

Section 1 – Renovation Policy

- All renovations require prior written approval from the condominium association before work begins.
- Work requiring permits must obtain permits from the applicable local jurisdiction.
- No structural components may be altered without engineering review and association approval.
- All contractors must be properly licensed and insured in the State of Florida.
- Construction work is typically permitted Monday through Friday during designated hours established by the association:
 - 8:00 a.m. – 4:30 p.m. Monday – Thursday
 - 8:00 a.m. – 3:30 p.m. Friday
- Owners are responsible for protecting elevators, corridors, and other common areas.
- Construction debris must be removed by the contractor and not placed in condominium trash facilities.
- All work must comply with Florida Statute Chapter 718 and the governing condominium documents.

Section 2 – Owner Renovation Application

Unit Owner Name: _____

Unit Number: _____

Phone / Email: _____

Description of Renovation Work:

Contractor Name: _____

Contractor License Number: _____

Start Date: _____

Estimated Completion Date: _____

Permits Required (Yes/No): _____

Owner Signature: _____

Section 3 – Contractor Insurance Verification

Contractor Company Name: _____

Florida License Number: _____

General Liability Insurance Carrier: _____

Policy Number: _____

Workers Compensation Carrier: _____

Policy Number: _____

Certificate Provided to Association: Yes / No

Contractor Signature: _____

Section 4 – Flooring Acoustic Certification

When hard flooring such as tile, wood, or stone is installed, the owner must provide documentation demonstrating compliance with condominium sound transmission standards (refer to Appendix B below.).

Unit Number: _____

Type of Flooring: _____

Underlayment Product: _____

Acoustic Rating (IIC/STC): _____

Installer Name: _____

Installer Signature: _____

Section 5 – Permit Verification Checklist

- Structural changes – Permit Required
- Plumbing relocation – Permit Required
- Electrical circuits added – Permit Required
- HVAC replacement – Permit Required
- Window or door replacement – Permit Required
- Kitchen remodel – Usually Permit Required
- Bathroom remodel – Usually Permit Required
- Flooring replacement – Usually No Permit Required
- Painting / cosmetic work – No Permit Required

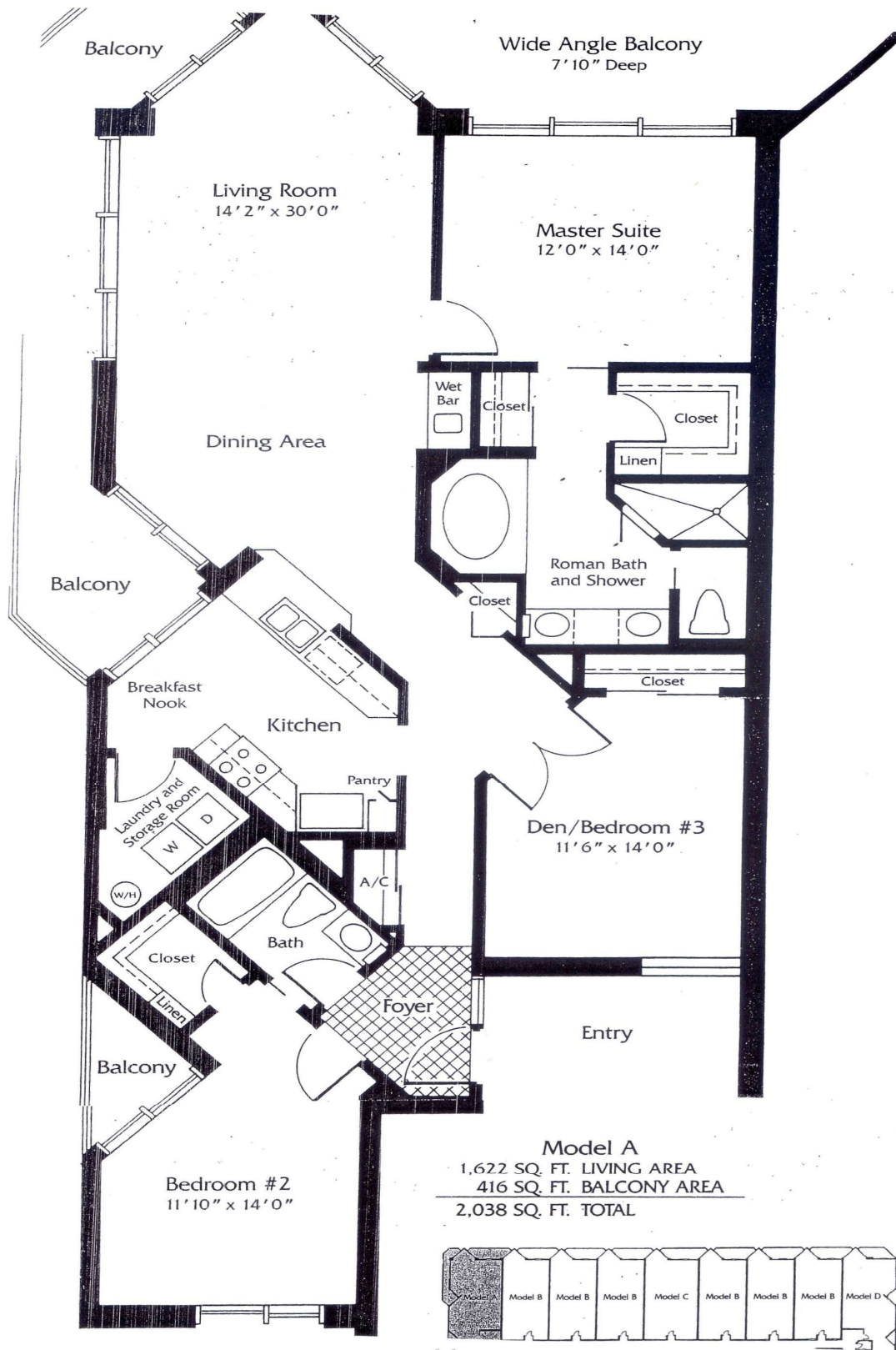
Section 6 – Board of Directors Approval

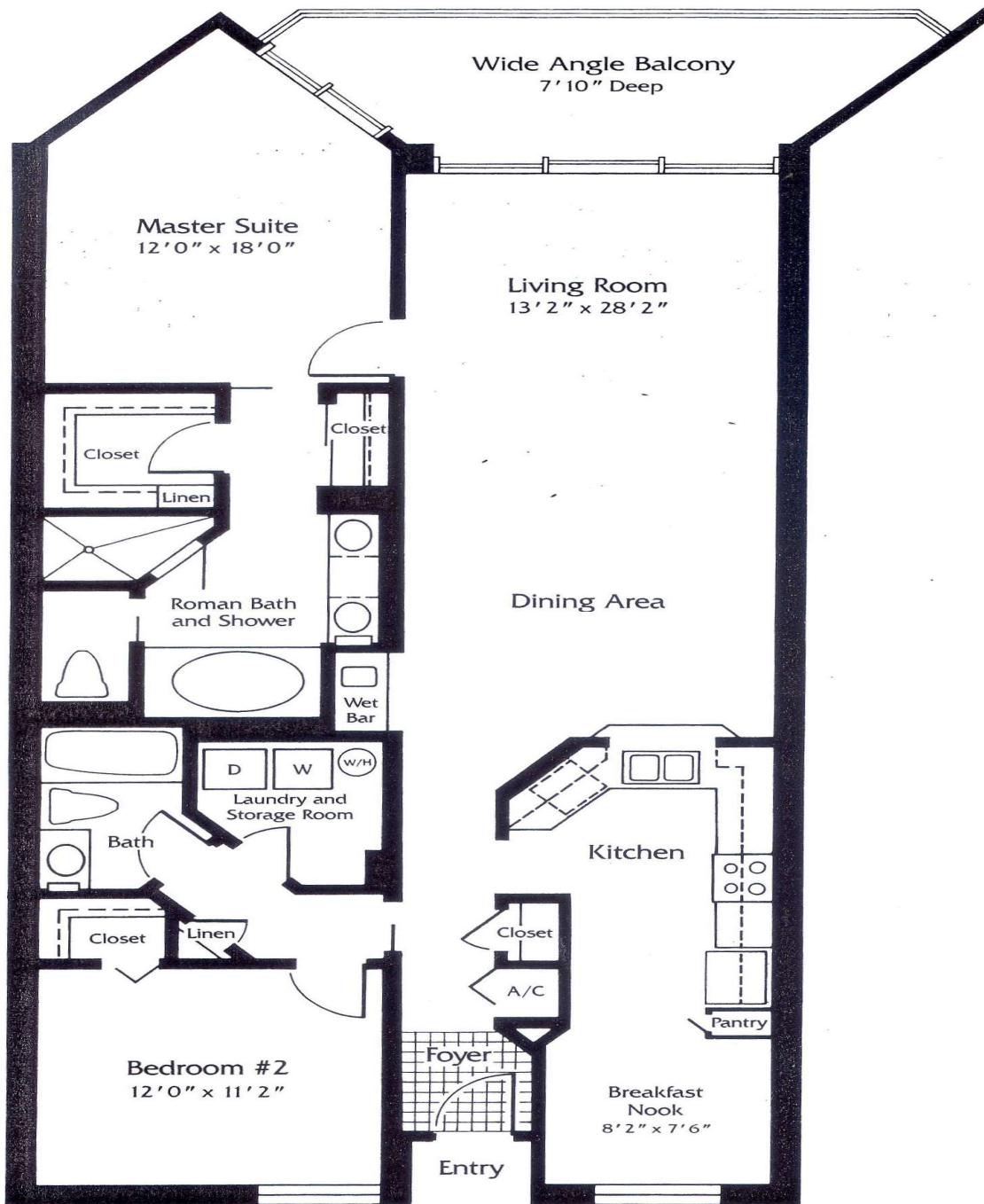
Board of Director Approval: _____

Building Manager Approval: _____

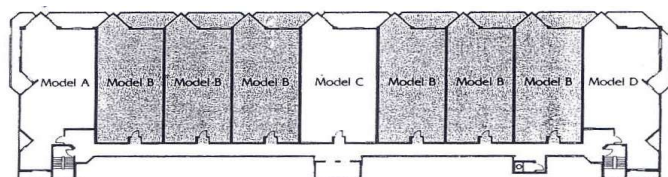
Date: _____

Appendix A – Unit Outlines





Model B
 1,404 SQ. FT. LIVING AREA
 — 128 SQ. FT. BALCONY AREA
 1,532 SQ. FT. TOTAL





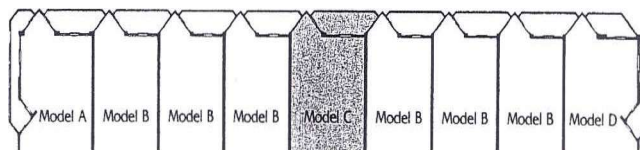
Ceilings are

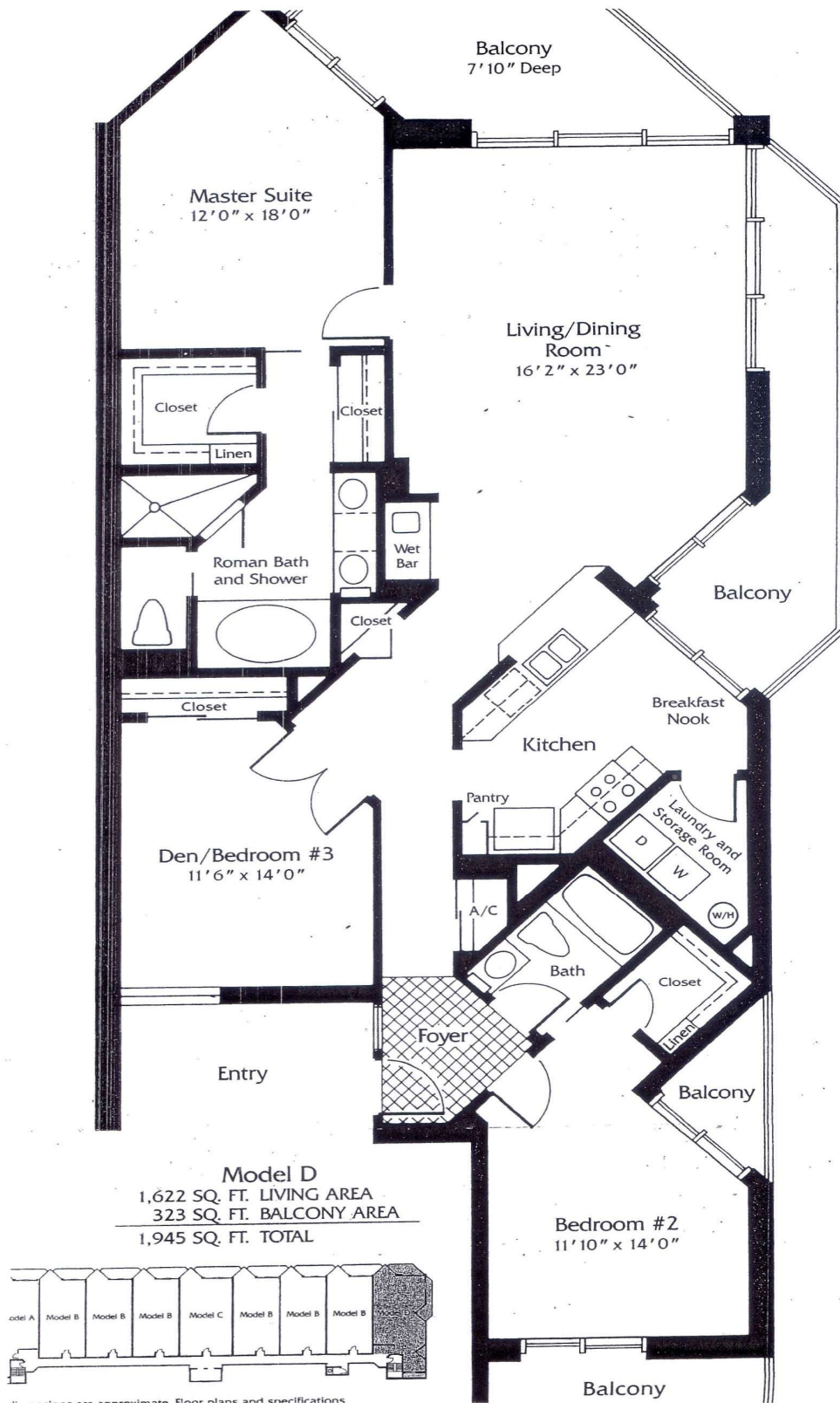
7' Entrance
 3' Kitchen
 3' Bathroom
 8' LR, Dining
 3' BD's

Model

C

1,583 SQ. FT. LIVING AREA
 176 SQ. FT. BALCONY AREA
 1759 SQ. FT. TOTAL





Appendix B – Underlayment Criteria

Florida Building Code requires a flooring/underlayment/slab to have an IIC attenuation of 50dB. The Empress has 6 inch slabs with an inherent attenuation of 28dB. The underlayment must have a minimum attenuation, delta IIC (**Δ IIC**) of 28dB. The list below delineates the current approved products and suppliers.

Approved underlayments:

1. Floor Muffler: Home Depot, Diversified Industries Inc.
2. Quiet Walk: Home Depot, Lowes
3. Proflex Super Sam 125: NAC
4. Proflex Super SIM 90: NAC
5. Eco-Ultimate Silencer: Floors Direct
6. Life-Proof Universal Underlayment: Vendor unknown, SKU: 1006262709
7. ProFlex LV200

If you do not use one of the above products, you must provide data sheets and testing results to the Empress BOD. The testing must have been on a six inch slab with not slab coatings or suspended ceilings.

NOT Approved underlayment products.

1. NAC SAM3
2. PROFLEX 90 MSC Flooring Underlayment
3. PROFLEX SIM-90
4. SOUND GUARD PROMAT

Be aware that in the past when we have discovered incorrect underlayment, we required the contractor remove the tile and the underlayment.

Appendix C – Miscellaneous Requirements

A. Tankless Water Heater Installations

Background

Several residents have expressed interest in installing **tankless electric water heaters** within their units. To properly evaluate feasibility, the Board consulted with the following professionals regarding electrical capacity and system limitations:

1. Florida Power & Light (FPL)
 2. Jensen Beach Plumbing
 3. Stuart Plumbing
 4. Premier Plumbing
-

Electrical Capacity by Building Stack

Electrical service varies by unit location:

- **Stacks 1 and 9:** 200 Amp service
 - **Stacks 2 through 8:** 125 Amp service
-

Professional Guidance

Based on input from the above experts:

- **Tankless electric water heaters are NOT recommended** for units with **125 Amp service** (Stacks 2–8), including three-bedroom units in Stack 5.
 - These systems require **significant electrical load** and may exceed available capacity when other appliances are operating simultaneously.
-

Existing Installations

Some units with 125 Amp service currently have tankless systems installed.

- These installations **do not present a safety hazard**
- However, **load overload may occur**, resulting in:
 - Tripping of the unit's main breaker

To date, **no breaker trips have been reported**.

Board Policy & Recommendation

- **New installations are NOT permitted** in units with **125 Amp service (Stacks 2–8)**
- Existing installations may remain in service

Monitoring Requirement:

Any breaker trips originating from excessive electrical load must be:

- Reported
 - Monitored
 - Recorded
-

Installations in 200 Amp Units (Stacks 1 & 9)

Installation of tankless water heaters **may be permitted**, subject to the following conditions:

- Maximum heater capacity: **14.4 kW**
- Electrical compatibility with the building's:
 - **208-Volt, Three-Phase primary system**

Submission Requirements:

Unit owners must provide:

- Manufacturer specifications
- Electrical load calculations

All documentation must be submitted with the installation request for Board review and approval.

B. Front Doors

- Doors must be:
 - **White in color**
 - **6-panel or 8-panel design**
 - **Peep hole requirement:**
 - Required by code
 - Installed approximately **60 inches above finished floor**
-

C. Windows and Sliding Glass Doors

Appearance Requirements

- Glass must be:
 - **Clear or gray tint only**
 - Frames must be:
 - **White**
-

Performance Recommendations

- **Turtle (sea turtle compliant) glass coatings are recommended**
 - Impact-rated glass is **not required, but is recommended**.
-

Environmental Considerations

While impact glass is not mandatory, it is **strongly recommended** to provide additional protection against:

- Sudden coastal storms
- Wind-driven debris

Appendix D – Owner/Contractor Rules

Contractor & Unit Owner Requirements – The Empress

1. Contractor Requirements (Applies to ALL Contractors, Including DIY – NO Exceptions)

Work Hours

- **Monday – Thursday:** 8:00 AM – 4:30 PM
- **Friday:** 8:00 AM – 3:30 PM
- **Saturday, Sunday, Holidays:** No work permitted
- **Deliveries:** No deliveries after 3:30 PM on any workday

Access & Sign-In

- All contractors **must sign in and out daily** at the front office.

Building Construction Limitations

- The Empress is **NOT** pre-tensioned or post-tensioned concrete construction.
- **ABSOLUTELY NO drilling or excavation** in slabs, beams, walls or columns.
 - Embedded water supply and wastewater lines exist, and their locations are largely unknown.

Elevator Use (MANDATORY)

- All personnel, tools, materials, and debris **must use the North Elevator only.**
- Elevator dimensions:
 - **Depth:** 49”
 - **Width:** 74”
 - **Height:** 108”

Damage Responsibility

- Contractors and unit owners are **fully responsible** for any damage to:
 - Common areas
 - Other units
 - Catwalks and balconies
- Responsibility includes:
 - Full repair and restoration to original condition
 - Payment of all associated costs
 - Potential **resident relocation costs**, if required

Unit and property entry

- The owner is responsible for contractor entry and exit from the property and their unit.

Work Location Restrictions

- **NO work permitted** on:
 - Catwalks
 - Balconies
 - Maintenance areas
- Work may be performed:
 - Inside the unit, or
 - Against the south wall. External power available in the shack next to the car shower.

Debris & Disposal

- **NO disposal** of construction debris, packaging, furniture, or fixtures:
 - In or near condominium dumpsters
 - At the Maintenance Office
- Applies to **ALL contractors, including DIY**

Fire Protection Systems (CRITICAL)

- Contractors **must protect**:
 - Fire sprinklers
 - Smoke detectors
- Improper protection may trigger alarms or sprinkler activation.
- **Owner is responsible** for:
 - Fines, fees, and damages
 - Damage to adjacent units
 - Repairs to sprinkler systems

For approved protective materials contact:

Pye Barker dba Total LifeSafety – (772) 334-0577

- **DO NOT paint**:
 - Sprinkler heads
 - Smoke detectors
 - Red annunciators at unit entry

Electrical Service Limitations

- **Stacks 2–8:** 125 Amp service
- **Stacks 1 & 9:** 200 Amp service (except Unit 309)
- May restrict installation of high-load appliances (e.g., tankless water heaters)
Refer to Appendix C.

Plumbing Requirements

- All water supply lines **must be capped on the day of demolition**
- No standing water permitted in the unit
- Older main water shut-off valves are known to leak—exercise caution

General Restrictions

- Contractors **may not use any Empress amenities**
- Paint cleanup must occur **inside the unit only. Paint cleanup at the car wash is prohibited.**

Parking & Logistics

- Parking limited to **south lot – “Maintenance Vehicle” area only**
- Coordinate with Property Manager for:
 - Dumpster delivery
 - Special delivery/removal events
 - Designating loading/unloading zones

Conduct

- Contractor personnel must behave **professionally and courteously**
 - Complaints may result in **removal of contractor access privileges**
-

2. Unit Owner Responsibilities

- **All Contractor Rules Apply to Owners**
- Owners are **fully responsible** for:
 - Their contractor’s actions
 - Compliance with all condominium rules

DIY Owners

- Owners acting as their own contractor must comply with **ALL requirements**
- **NO exceptions**

Cleanliness Requirements

- By end of each workday:
 - **4:30 PM (3:30 PM Friday)**
- Owners must ensure all areas are clean:
 - Elevators
 - Catwalks
 - Lobby

- Sidewalks
 - Parking areas
- Empress Maintenance **will not perform cleanup**

Access Responsibility

- Provide contractor with gate access
- Keep phone available to grant entry
- Do **NOT** rely on:
 - Property Manager
 - Maintenance staff

3. Project Checklist (Complete All That Apply)

Please check all applicable items and include supporting documentation where required:

- ☐ Kitchen, bathroom, or wet bar cabinets removed/replaced
- ☐ Drywall removal or replacement
- ☐ Electrical systems updated, relocated, or modified
- ☐ Plumbing systems updated, relocated, or modified
- ☐ Flooring removed, replaced, or updated
 - ☐ **Attach specifications of Underlayment**
- ☐ Windows, sliders, hurricane shutters, or entry door replaced
- ☐ Fire sprinkler system alterations

Permit Requirement (St. Lucie County)

- Removal of drywall around sprinkler heads **requires an Alteration Permit**

Appendix E – Detailed Permitting Criteria

In **St. Lucie County, Florida**, condominium remodeling is governed by **three overlapping layers of authority**:

1. **Florida Building Code (FBC)** – determines what requires a building permit.
2. **Local jurisdiction (St. Lucie County / city)** – administers permits and inspections.
3. **Florida Condominium Act (Chapter 718)** – regulates what a unit owner may alter and what requires association approval.

A **permit is required whenever construction, alteration, repair, or system modification regulated by the building code is performed**, while minor maintenance or cosmetic work is generally exempt.

Below is a **comprehensive practical list** based on the Florida Building Code permit rules and typical enforcement in Florida condo buildings.

1. Remodeling Changes That REQUIRE A PERMIT

(Under Florida Building Code and typical county enforcement)

These are generally required because they affect **structure, life-safety, mechanical systems, or building envelope**.

A. Structural Changes

Permit required for **any structural or load-bearing work**

Examples:

- Removing or modifying **load-bearing walls**
- Adding or relocating **doors or windows**
- Enlarging openings in concrete block or structural walls
- Altering **slabs, columns, beams, or shear walls**
- Modifying **balconies or railings**
- Adding structural supports
- Cutting or drilling into structural concrete

In condos this is heavily restricted because unit owners **cannot impair structural safety of the building**.

B. Plumbing Work

Permit required for most plumbing system work.

Examples:

- Moving sinks, toilets, tubs, or showers
 - Installing new plumbing lines
 - Re-routing supply or drain lines
 - Installing new water heaters
 - Adding wet bars or laundry connections
 - Major bathroom remodels
 - Kitchen relocation
-

C. Electrical Work

Permit required when modifying the electrical system.

Examples:

- Installing new circuits
 - Upgrading electrical panels
 - Relocating outlets or switches
 - Adding lighting circuits
 - Installing EV charging stations
 - Hard-wired appliances
 - Whole-unit rewiring
-

D. Mechanical / HVAC Work

Permit required for mechanical system changes.

Examples:

- Installing new air-conditioning systems
 - Replacing condensers or air handlers
 - Changing duct systems
 - Adding exhaust systems
 - Kitchen range hood ducting
-

E. Fire and Life-Safety Systems

Permit required for:

- Fire sprinkler modification
 - Smoke detection system changes
 - Fire alarm system changes
 - Penetrations through rated fire walls or ceilings
-

F. Exterior Building Changes

Permit required because these affect the building envelope.

Examples:

- Window replacement
- Sliding door replacement
- Hurricane shutters or impact protection
- Exterior door replacement
- Balcony enclosure
- Screen enclosure modifications

Even when permitted by the association, these must comply with the building code and association specifications.

G. Major Interior Renovations

Typically require permits because they involve multiple trades.

Examples:

- Full kitchen remodel
 - Full bathroom remodel
 - Room reconfiguration
 - Converting rooms (e.g., bedroom → office)
 - Installing washer/dryer where not previously present
-

H. Flooring Changes (sometimes)

Permit may be required if the work:

- Changes **sound insulation assemblies**

- Alters **fire rated floors**
- Involves **concrete cutting**
- Installs **tile or stone where waterproofing is required**

Many condos require permits because of **impact sound transmission rules**.

2. Remodeling Changes That DO NOT REQUIRE A PERMIT

(Generally considered cosmetic or maintenance)

These activities **do not affect structure, mechanical systems, or safety systems**.

A. Cosmetic Interior Work

Usually no permit required:

- Painting
 - Wallpapering
 - Interior trim replacement
 - Baseboards or crown molding
 - Cabinet replacement (without plumbing/electrical changes)
 - Countertop replacement
 - Closet shelving installation
-

B. Flooring (simple replacement)

Permit usually **not required** when simply replacing:

- Carpet
- Laminate
- Vinyl plank
- Floating flooring

However the **Empress does require board approval of sound underlayment**.

C. Minor Fixture Replacement

Permit generally not required for like-for-like replacements:

- Faucet replacement

- Toilet replacement (same location)
 - Light fixture replacement
 - Ceiling fans (existing wiring)
 - Appliances (plug-in)
-

D. Interior Doors

No permit usually required for:

- Replacing interior doors
 - Door hardware replacement
-

E. Minor Repairs

Permit usually not required:

- Drywall repair
 - Minor plaster repair
 - Tile replacement
 - Regrouting
 - Cabinet hardware
-

3. Work That Usually Requires CONDO ASSOCIATION APPROVAL

(even if a permit is not required)

Florida condo law allows owners to alter their unit **only if it does not affect structural safety or common elements**, and boards can require approval before reconstruction work begins.

Common approval-required work:

- Flooring replacement
- Cabinet replacement
- Appliance installation
- Door replacement
- Window coverings
- Hurricane shutters
- Plumbing fixture changes
- Electrical fixture changes
- Kitchen or bath remodeling

4. Items Unit Owners Typically Cannot Modify

Without association or engineer approval:

- Structural concrete
- Columns or shear walls
- Exterior walls
- Roof
- Balconies
- Fire sprinkler system
- Building plumbing stacks
- Electrical risers
- Mechanical shafts

These are usually **common elements**.

5. Important Florida Condo Reality

Even when **a permit is not required**, the Empress requires:

- Board approval
- Licensed contractors
- Insurance certificates
- Work hours restrictions
- Elevator protection
- Debris removal procedures

Because a condo is a **multi-family structure with shared systems**.

6. Practical “Rule of Thumb” Used by Florida Building Departments

A permit **IS required** if the project:

- Changes **structure**
- Changes **plumbing**
- Changes **electrical**
- Changes **HVAC**
- Changes **fire protection**
- Alters the **building envelope**

A permit **IS NOT required** if the project is purely cosmetic.

✓ **Example quick reference**

Remodeling Work	Permit?
Paint	No
Replace carpet	No
Replace cabinets (no plumbing)	No
Replace faucet	No
Replace light fixture	No
Replace toilet same location	Usually No
Kitchen remodel	Yes
Bathroom remodel	Yes
Move plumbing	Yes
Replace windows	Yes
Remove wall	Yes
Electrical circuits	Yes
HVAC replacement	Yes

The Empress reserves the right to impose **additional engineering review requirements** because of **post-Surfside regulations and structural safety laws (2022-2024)**. This means **even small renovations may require structural review or building permits**.