

RENOVATION & CONSTRUCTION REGISTRATION & INFORMATION PACKET

UNIT INFORMATION

Unit Owner Name: _____ **Unit Number:** _____
Contact Number: _____ **Date Applied:** _____

RENOVATION INFORMATION

TYPE OF RENOVATION: (Please check box below)

NOTE: Renovation *Type 2 through 4* require review and approval by the Board of Managers. Please be sure to submit your application, along with any drawings, samples, permits, contracts, or any other related documentation in a timely manner prior to scheduling the start of your work. (See schedule below)

- **TYPE 1 – Minor Interior Finishes** (unlikely to disturb neighbors & last less than 30 days)
Works including but not limited to painting, wall coverings and replacement of major appliances.
- **TYPE 2 – Major Interior Finishes** (likely to disturb neighbors and/or lasts long than 30 days)
Includes work such as the replacement of carpeting/flooring, installation of closet shelving systems and/or abatement of asbestos ceiling or floors. Work that is likely to disturb a neighbor (e.g., odors from paint, excessive noise from drilling or hammering) or is more than thirty (30) days in duration. *Permits may be required for asbestos removal.*
- **TYPE 3 – Construction Improvements** (likely to disturb neighbors and lasts longer than 45 days)
Construction work including but not limited to that involving demolition, plumbing alterations, wall partitions, electrical alterations, tiling and kitchen renovations. Work that typically requires a permit from the Borough. *(Swarthmore Borough phone #610-543-4599) or visit their website at <http://www.swarthmorepa.org/2232/When-do-I-need-a-permit>*
- **TYPE 4 – Load-Bearing Structure** (likely to disturb neighbors lasts longer than 45 days)
- **Under no circumstances are load bearing columns to be altered. They may be enclosed.**

Construction that creates separate units, or to combine separate units to form a larger unit and alterations that affect a perimeter wall, ceiling, or floor)

OFFICE USE ONLY

Date received: _____ **Reviewed by:** _____
Date approved: _____

RENOVATION INFORMATION (continued)

REQUIRED SUBMITTALS:

All contractors, or persons, including unit owners, who are performing work **must provide a Certificate of Insurance to the SHCA Management Office.** In addition, the following submittals are required for each type of renovation:

- **Type 1 – MINOR INTERIOR FINISHES**

Use the Renovation Details (page #1) to provide start, end dates for your renovation. Use the same form to provide a detailed description of the work to be completed.

- **Type 2 – MAJOR INTERIOR FINISHES**

Use the Renovation Details (page #1) to provide start, end dates for your renovation. Use the same form to provide a detailed description of the work to be completed. Please note any work that may cause a disturbance to your neighbors and be sure to schedule delivery dates for major appliances or materials, as they become known.

- **Type 3 – CONSTRUCTION IMPROVEMENTS**

Typically, a contractor will perform this type of renovation. The contractor should submit a detailed description of the work, along with a proposed construction schedule. The unit owner must submit a letter outlining the scope of work to be performed. This should include detailed plans identifying the location and type of improvements/renovations. All relevant permits (demo/plumbing/electrical/building) must also be provided. Please include a copy of the Contractor's proposal.

- **Type 4 – LOAD-BEARING ALTERATIONS**

Same as **Type 3** but must include certified drawings by an architect, including a report from a currently certified Pennsylvania engineer approving the modifications.

CONTRACTOR INFORMATION

Company Name: _____

Main Company Contact Person: _____

Main office number: _____ **Cell number:** _____

List any sub-contractors: (Painters/Plumber/Electrician etc)

PLEASE NOTE: All sub-contractors must be listed under the primary General Contractor's insurance or provide a copy of their own insurance.

CONTRACTOR NAME/PROFESSION	STATE #	CONTACT PHONE #
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RENOVATION START DATE: _____

RENOVATION END DATE: _____

Description of renovation(s): (Please be detailed & attach additional pages if necessary)

Notable Dates: (Demolition/loud noise/deliveries/elevator reservations)

Other Notes:

Please attach any necessary drawings, diagrams, construction schedules, or other related documents.

Appendix 1: Contractor Code of Conduct & Construction Guidelines

Unit Owners and contractors must carefully follow all procedures and requirements when remodeling or refurbishing a unit, or when completing major projects.

1. OVERVIEW OF RULES FOR CONSTRUCTION AND CONTRACTORS

1.1. **Purpose:** The rules and requirements set forth below are intended to protect the value and physical integrity of the building, and to help safeguard the physical integrity of each unit from damage resulting from poor construction or repair methods.

1.2. **Compliance:** At all times, the Unit Owner(s) shall comply with all federal, state, local and Association rules, regulations, laws, codes and requirements for any construction or repair work to be done in a unit, including but not limited to providing permits, plans, notice and/or receiving approval from the Management Office and/or Board of Managers.

1.3. Definitions:

- a. The term “Contractor” includes general contractor, his or her agents and employees, and all subcontractors, vendors and suppliers, and their agents or employees. The term “Contractor” also includes contractors who are also unit owners performing contractor work in other units.
- b. The term “Construction” includes any addition or demolition of infrastructure, repair or replacement of fixtures, and installation or removal of fixtures. The term “Construction” does not include minor repairs and cosmetic changes, (e.g., painting, hanging pictures, etc.)
- c. The term “fixtures” means all items that are permanently attached to the infrastructure of the unit, including but not limited to flooring, cabinets, plumbing fixtures, lighting fixtures, electrical boxes, and heating and cooling units.
- d. The term “infrastructure” means all walls, ceilings, floors, plumbing pipes, electrical wiring, and gas lines.

2. PROCEDURES FOR CONSTRUCTION IN THE BUILDING

2.1. **Notice:** Unit Owners must notify the Management Office of any Renovation/Construction/Repair taking place in the unit, regardless of whether the work is done by a contractor or by the unit owner. Notification must be given a minimum of two (2) weeks before construction work begins. No work shall commence until the Management Office or Board of Managers approves the work. The procedure for approval is as follows:

2.2 Owner and/or Contractor must submit a completed Renovation and Construction Form to the Management Office, copies of which are available at strathhavencondo.org or in the Management Office.

2.3. If the Owner is using a Contractor, the following documentation must be provided along with the Construction Form:

- a. Proof of business insurance, in compliance with 4.1 below;
- b. Copies of all applicable licenses and registration;
- c. Copies of any required permits; and
- d. Copies of blueprints and plans where applicable.

2.4. Owners seeking to do construction within their own unit:

- a. The Owner must follow the procedures outlined above, with the exception of 2.3 (a), the Owner must provide proof of homeowners 'insurance, usually an HO-6 policy.
- b. Owners may engage only in work that is not subject to pre-approval. All work that is subject to pre-approval must be done by a contractor, unless conclusive evidence is provided that the owner is qualified to perform the work.
- c. A **cash** security deposit of \$500, or an amount specified by the Management Office, must be submitted to protect the building and common elements against damage due to construction. The Association may use the deposit to repair damage to the building, restoring its condition to that existing before the damage. The unit owner shall be responsible for all damage in excess of the deposit. Any unused deposit will be returned following the completion of construction.

2.5 Construction must be started within 120 days of approval. It must be completed within 120 days of work approval. If construction is not complete within 120 days of work approval, the Unit Owner must fill out a new Construction Form to notify Management of the extended construction.

2.6 Before walks are closed, Management MUST be given the opportunity to inspect the unit to ensure compliance with Association rules. We will also inspect the work before the contractor leaves the work.

3. **CONSTRUCTION REQUIRING PRE-APPROVAL**

In addition to the notice requirements outlined above, if the proposed work meets any of the criteria outlined below, it must be performed by a licensed contractor, and the Unit Owner must seek pre-approval form the Management/Board of Managers before commencing construction.

- 3.1. Any work involving changes to the existing infrastructure (e.g., moving walls, removing walls, widening doors, or adding walls to a unit).
- 3.2. Any work involving the dismantling or relocation of existing plumbing lines (e.g., relocation of tubs, sinks, toilets, or HVAC system etc.).
- 3.3. Ball valves must be installed on *any shut off valves* throughout the unit and *all* water supply lines must have no burst hoses installed. All water lines are to be soldered or pro-press connected. *No channeling of the walls or floors to accommodate piping. No relocation of floor penetrations.*
- 3.4. Any installation or relocation of appliances using natural gas. Please note that **no new electric ranges or cook tops are permitted in the building.**
- 3.5. Any work that would require building maintenance to shut off water, gas, or electrical service.
- 3.6. Any electrical work involving the addition of circuits or the relocation or cutting of wires.
- 3.7. All wiring must be MC Cable.
- 3.8. Any replacement of an existing appliance or fixture that would be significantly different than the original.
- 3.9. Any work affecting the demising walls, those walls that are common to another unit or a common area (e.g., work that involves securing heavy fixtures to the walls, such as cabinets).

4. **CONTRACTOR REQUIREMENTS**

4.1. Insurance: All contractors must provide the Management Office with a Certificate of Insurance (COI) meeting the following requirements:

1. Workers Compensation policy in the amount of the statutory limit; and
2. Comprehensive general liability insurance in the amount of at least \$1,000,000 covering:
 - * Bodily injury
 - * Property damage
 - * Personal injury
 - * Product/completed operations
 - * Broad form property damage
3. **Strath Haven Condominium Association** must be listed as the **Additional Insured** on the Certificate of Insurance (COI).

4.2. Licenses: Contractors engaged to perform work in a unit must provide proof of contractor and business licenses.

4.3. Indemnification: Contractors shall indemnify and hold harmless the Strath Haven Condo Association, the Board of Managers, and its Property Management team from and against any loss, expense, cost, damage, injury, liability, claims, demands, penalties, liens, or causes of action of every nature resulting from bodily injuries, including death, sustained by any person or persons, and damage or destruction to property in any manner arising out of contractor's performance of any work.

4.4. Responsibility for Materials and Tools: Contractors shall be responsible for loss or damage to materials, tools, or appliances used or to be used in the construction, caused by water, wind, acts of God, theft, or other causes. The Association shall not be responsible for any loss or damage to the tools and equipment of the contractor through fire or lightning or any other cause similar or dissimilar to the aforesaid. The contractor shall be responsible for loss or damage due to his employees or suppliers damaging the work or the contractor or other contractors, subcontractors, or suppliers.

4.5. Rules: The Contractor shall abide by the Rules and Regulations of Strath Haven Condo Association at all times while on property. The Unit Owner is responsible for providing a copy of these Rules and Regulations to contractors. By signing the Construction Form, Contractor acknowledges receipt of the Rules and Regulations.

5. CONSTRUCTION RULES

5.1. Applicability: These rules apply to both contractors and unit owners doing work themselves. The term "owner" should be substituted for the term "contractor" where relevant in the rules below if the owners are doing work themselves.

5.2. Hours of Work: Construction work is permitted only between the hours of 8:30 am and 7 pm. Monday through Friday. Saturday and Sunday and holidays no work is permitted. Holidays include New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Contractors may enter the building at 8:30 am for the purpose of bringing materials, tools, or equipment to the Unit. Contractors may have use of the designated elevator until 4:30 for the purpose of removing materials, tools, or equipment from the unit and should vacate the premises by 7 pm. Any violation of these working hours will result in a fine to the Unit Owner.

5.3. Mode of Entry: All contractors **MUST** enter and exit the building via the designated service entrance. All materials must be transported in and out of the building through this entrance. There is no staging of any materials outside of the unit itself, which includes the hallway.

5.4. Elevators: Elevators must be padded prior to being used to transport supplies, materials, and equipment to be used during the construction process, unless a unit is located on the ground floor. Movement of construction materials is permitted only Monday through Friday, between the hours of 8:30 am and 4:30 pm.

5.5. Trash and Debris Removal: The Contractor is responsible for the removal and disposal of construction debris and trash from the property. No debris or trash may be deposited in the trash rooms or trash chutes located on each floor. No debris or trash may be deposited in any of the Association's trash dumpsters located in the parking lots.

5.6. Dumpsters or trailers: Contractors and unit owners are prohibited from having a dumpster or trailer placed anywhere on the property, *including carports*.

5.7. Tool storage in Common Areas: Construction tools, supplies or materials shall not be stored in any common area, this includes common hallways and stair towers.

5.8. Maintenance of Common Elements: The Contractor is responsible for daily cleaning of the corridors, elevators, and walkways if these areas are soiled during the movement of materials or trash. If work areas are not left in a satisfactory condition, the unit owner will be charged for the time and labor necessary to restore the areas to their original condition. Work that involves major renovations and/or will continue for any period will require that the common hallway flooring be protected with a covering by the contractor on a daily basis. The Contractor is responsible for repairing or replacing any damage to the Common Element that occurs during the process of completing the contracted work.

5.9. Dust & Fire Alarms: Certain types of construction will put pollutants into the air (i.e. tearing down walls, sanding, spraying paint or etc.). Construction work that produces dust or pollutants must be sealed off from the common area hallways. Fire alarms can be activated by construction dust. A Unit Owner will be fined and/or denied permission to continue work in the building if their contractor fails to seal off a dust-producing construction area. A Unit Owner may be held responsible for any costs incurred by the Association as a result of the activation of fire alarms caused by contractors that is not due to an actual fire or other substantially equivalent emergency.

5.10. Materials and Equipment Conveyance: Contractors must provide their own carts, hand trucks, and toolboxes for transporting materials, tools and equipment. Association carts must not be used.

5.11. Plumbing Work: Contractors are strictly prohibited from using any type of piercing valves as part of any as part of any installation (i.e., water lines on refrigerator ice makers). No PEX or plastic tubing can be used. PVC may ONLY be used for drain lines.

5.12. Electrical Work: All work that includes re-wiring, moving, or additions/modifications to service must have a permit issued by Swarthmore Borough.

5.13. Fines: Any violation of these rules will result in a fine to the Unit Owner. Depending on the nature and severity of the offense, the Association reserves the right to bar the Contractor from working on the property.

For all subsequent violations, the Association reserves the right to revoke the Contractor's permission to work in the building and may levy fines as it deems appropriate.

STRATH HAVEN CONDOMINIUM ASSOCIATION

HOLD-HARMLESS CLAUSE

_____ (Contractor) has agreed to indemnify and hold harmless Strath Haven Condominium Association (SHCA), the Board of Managers, Management and employees and assigns loss or expense by reason of liability imposed by law upon the Association and its Management for damages because of bodily injuries, including death at any time resulting from, sustained by person(s) and injury to or destruction of property caused by accident, due to any omission of the contractor.

Insurance Certificates are attached indicating the following:

1. Workers Compensation policy statutory limitations
2. Comprehensive General Liability, \$1,000,000 covering bodily injury/property damage; personal injury; products/completed operations; broad form property damage
3. Strath Haven Condominium Association listed as Additional Insured

It is also agreed that _____ (Contractor) is responsible for loss or damage to materials, tools, or appliance of the contractor/subcontractor(s) used or to be used in the construction, caused by water, winds, acts of God, theft, or other causes. SHCA shall not be responsible for any loss or damage to plant and/tools or equipment of the contractor/subcontractor(s) through fire or lightening or any other cause. The contractor shall be responsible for loss or damage to his employees and/or supplies damaging the work of the contractor or other contractors, subcontractors, or supplies.

CONTRACTOR'S SIGNATURE

DATE

ADMINISTRATION DETAILS (FOR OFFICE USE ONLY)

Date application received: _____ **UNIT #:** _____ **Type of Work:** _____

Documents received:

- Completed application YES _____ NO _____
- Contractors certificate of insurance YES _____ NO _____
- Contractor license YES _____ NO _____
- Permits as required
 - * Electrical YES _____ NO _____ N/A _____
 - * Plumbing YES _____ NO _____ N/A _____
 - * Building YES _____ NO _____ N/A _____
 - * Demolition YES _____ NO _____ N/A _____
- Plans and drawings as needed YES _____ NO _____ N/A _____
- Is the application complete? YES _____ NO _____
- Cash deposit on file? YES _____ NO _____

List any additional information required:

- Date additional to Chief Engineer: _____
- Date response reviewed from Chief Engineer: _____
- * Is application approved? YES _____ NO _____

* List any additional information required:

* Date additional information requested from Unit Owner/Contractor: _____

* Date information received from Unit Owner/Contractor: _____

Date application approved: _____ Date Unit Owner notified: _____

Management Office Signature: _____