



## **Construction / Contractor Rules and Regulations**

---

**Per the Condominium Executive Board, anyone performing construction or remodeling work in a Unit are permitted to work only between the hours of 9AM and 5 PM, Monday thru Saturday.**

In addition, unit owners are to supply the Condominium Board with a completed Unit Renovations Proposal, plans, drawings and any other documentation as required.

Unit owners are also responsible to supply the management office with a proper Certificate of Insurance from their contractor, naming Pier 3 Condominium Association as an “Additional Insured.” (See attached for specifics.)

Contractors are to sign in and out at the Front Desk.

Contractors may enter the building at 8:30 AM for the purpose of bringing materials, tools or equipment to the Unit. Work is NOT to begin until 9AM.

Contractors are responsible to remove all of their trash and debris from the property. Tools, equipment, trash or debris shall never be stored or left in the Common Elements at any time.

**As a Unit owner, you are responsible for the actions of your contractor, workman or installer. All Rules, Regulations and Policies in the Condominium Documents are to be adhered to.**

**Any charges incurred by the Association due to any act or neglect will be levied against your Unit. In addition to these charges, the Internal Dispute Resolution Committee can fine Unit Owners for violations.**

**The Unit Renovation Proposal must be submitted at least thirty days prior to any start of work.**

**CONTRACTORS WILL NOT BE PERMITTED ACCESS TO THE  
PROPERTY UNLESS THE UNIT RENOVATION PROPOSAL AND THE  
CERTIFICATE OF INSURANCE HAVE BEEN RECEIVED AND  
APPROVED.**



## Unit Renovations Proposal

Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_ Today's Date \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Contractor will need access to:  Electric  Plumbing  Walls, Floors or Ceiling

Will this work require a building system shutdown?  Yes  No

If yes, what type  Electric  Water  Gas  Other \_\_\_\_\_

Proposed Construction Start and Completion Dates: \_\_\_\_\_

Description of Proposed Modification:

---

---

---

---

---

Expected Trash and Debris:  Contractor is providing trash removal for this project

**By the Board of Directors:**

Approved

Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_