

TBC Owner Name: _____

Unit #: _____

**TANGERINE BAY CLUB ASSOCIATION
PART D: REQUEST FOR APPROVAL OF MAJOR UNIT RENOVATION**

This Request for Approval form must be accompanied by:

1) A weekly work schedule; material revisions to this work schedule must be approved by the General Manager.

2) A selection schedule for finished products, e.g. cabinets, flooring, etc.

2) Design documents prepared by a FL-licensed professional (Architect/Engineer/Contractor) hired and paid by the Owner.

- Drawings submitted for approval must be signed and sealed by the responsible design professional.
- Drawings must show all changes, modifications, impact to structural components, systems, and Common Elements.
- Load bearing elements, including but not limited to walls, floors, columns, and ceilings must be clearly identified and the extent of impact denoted on the documents.

OWNER(S) FULL NAME: _____

ADDRESS: _____ Gulf of Mexico Drive, Longboat Key, FL 34228 Unit # _____

TEL/CELL(s): _____

EMAIL(s): _____

CONTRACTOR NAME & PHONE # : _____

ON-SITE PROJECT MANAGER (if not contractor) _____

CONTRACTOR LICENSE #: _____ NAME OF LICENSEE: _____

Application Date for Building Permit: _____ Permit Number: _____

Start Date for Demolition: _____ Est. Completion Date: _____

SCOPE OF ALTERATIONS TO UNIT AND/OR GARAGE - Address items that pertain to your Unit's project. Changes after approval must be approved via the ADDENDUM at the end of this form.

1. **Change of Current Floor Plan** – Describe and attach drawings/plans by a FL-licensed contractor, architect, or engineer. *Changes to load bearing walls and boundary walls are prohibited.* Relocation of dinette sliding glass doors to extend interior space into front entry courtyard may be permitted in certain Units with specific Association approval.

2. **New/Relocation of Interior Ductwork** – Describe and attach drawings/plans by a FL-licensed contractor, architect, or engineer.

3. **Fireplace Exterior Vent** - Include brand name, dimensions, exterior color, picture of exterior vent cover, and illustration of exterior location. Location of exterior fireplace vent is not permitted to be changed.

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4. **Other Exterior Vents** (for dryer, kitchen exhaust fan, tankless hot water heater) - Include brand name, dimensions, picture of exterior vent cover, and illustration of exterior location. Exterior color must be white. Kitchen vent must be placed over kitchen sliding glass doors; alternative location for third floor Units will be considered for approval.

5. **Gas Supply Line Relocation and/or Alteration** – Requires use of FL-licensed gas plumber. Provide plumber’s name and license #. Describe relocation and/or alteration.

6. **Plumbing** – *Core drilling through the floor concrete slab is prohibited; no relocation of drains.* Requires use of FL-licensed plumber. Provide plumber’s name and license #. Describe work to be done.

7. **Electrical System** – Requires use of FL-licensed electrician. Provide electrician’s name and license #. Describe electrical work to be done, including in garage. If shallow trenching for code compliant electrical conduit is requested, the Owner must engage a FL-licensed Structural Engineer at the Owner’s expense, to conduct GPR testing to verify and mark the location of post-tension cables and provide drawings to show proposed width, depth, and location reference to structural walls and columns.

8. **Fire Sprinkler System** – Requires FL-licensed sprinkler contractor for relocation/alteration, change of sprinkler heads’ location and/or height, change of piping, and/or installation of additional sprinkler heads. Provide name of sprinkler contractor and license # and describe work to be done, including in garage

9. **Kitchen Renovation** - Attach drawings by kitchen designer.

10. **Bathroom(s) Renovation** - Attach drawings/plans by bathroom designer.

11. **Floor/Ceiling Concrete Slabs** - No intrusion of any kind into floor/ceiling concrete slabs without prior approval and review by a FL-licensed Structural Engineer at Owner’s expense. If approved, the Owner’s Structural Engineer must use GPR testing to verify and mark the locations of post-tension cables on the surface to be drilled. Provide engineer’s name and license #. Submit detailed drawings of your proposal. Final stamped and sealed SE plans are required before commencement of work.

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12. **Drywall Replacement** _____

13. **Exterior Stucco Walls** – Patching of exterior stucco around vents must conform with existing stucco pattern and color. Discuss with the General Manager.

- No alteration of exterior stucco walls may be made including but not limited to installation of wire devices, antennas, or any decorative items;
- Satellite dish location must be approved by the Board.

14. **Exterior Lanai & Entry Courtyard Tile Floors** - Changes to any lanai/entry courtyard tile surface are prohibited.

15. Provide any **supplemental details** you may wish to add. _____

AGREEMENT TO ABOVE SCOPE OF WORK:

Contractor Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

____ Approved ____ Denied

TBC Representative: _____ **Date:** _____

