

Jansel Court Condominium

CONSTRUCTION/RENOVATION GUIDELINES

A construction/renovation permit application form must be submitted to the office and approved by the Board before any work is started in an apartment unit.

The work must be performed by a Board approved contractor. For electrical, plumbing and major work such as opening or relocating walls, replacing windows and doors and installing kitchen cabinets, to be approved, a contractor must first submit to the office :

- A copy of his licence;
- A copy of his Certificate of Good Standing with the Port Authority;
- Proof of liability insurance;
- Sign the contractors endorsement form.

For other type of work such as painting, sheetrock and plastering and tiling, contractors must submit three letters of reference as regards their expertise and quality of work and sign the contractor endorsement form.
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If a contractor sub-contracts any of the work, he is responsible to ensure that the sub-contractors comply with all guidelines.

The construction/renovation application, depending on the scope and complexity, may take up to 30 days for approval. It is usually approved in a shorter time frame if the form is completed in its entirety, the owner's account is current and the contractor has been previously approved. No work shall commence without Board approval.

If major work is planned such as opening or relocating walls and re-designing kitchen or bathrooms, the owner must submit a floor plan or blue prints

The application must be accompanied by a non-refundable cheque of \$100.00 + VAT and be signed by the owner and the contractor who has been retained to do the work. If multiple sub-contractors are being used, they should be listed on the form.

It is the owner's responsibility to ensure that the contractor complies with the rules and regulations of Jansel Court. It is recommended that the owner withhold 10%-15% from their final payment until such time that the Board confirms that the contractor was not in violation of any of the renovation guidelines and there are no charge to be imposed to the owner. The Board requests that pictures be submitted before and after the work is done, prior to walls being closed up to ensure all work was done as per specifications below.

The contractor and his employees must sign in daily at the office. This also includes sub-contractors. The contractor must ensure that his employees are not loitering in the common areas.

It is the responsibility of the owner to arrange for the removal of debris and construction materials from the premises. Dumping of debris, old appliances, furniture, etc. in the garbage chute and/or garbage containers is against the rules of Jansel Court and the owner will be issued a fine. The owner must identify on the application form how the construction debris (and any old appliance, furniture, etc.) will be disposed of.

The contractor(s) must keep the walkways, the stairways, the elevators and all common areas clean while they are working. A "drop sheet" should be placed outside the unit door to minimize dust and debris on the walkways. In the event that the contractor fails to protect and clean the walkways, stairways, elevators and common areas, the owner will be charged for the cleaning as arranged by Jansel Court. **No debris or material is to be stored on walkways or in common areas unless prior approval has been obtained.**

In the event of any breach of the above conditions, the fine to the owner will be \$100 + VAT daily for ongoing infractions and/or additional costs will be applied as deemed appropriate by the Board of Directors.

When resurfacing the **balcony area**, outdoor carpeting is prohibited. Tiles are the only acceptable material, properly sloped away from the building.

Hot water tank installation must have a shut off valve (ball valve lever type), a drain pan piped through the outside wall and the pressure relief valve must be piped to the drain pan. Hot water tank that are over 10 years old (based on date or serial number on the tank) must be changed. The tank must be connected to a dedicated breaker or switch.

Plumbing fixtures: Every plumbing fixture must be supplied with its own valve ($\frac{1}{4}$ turn ball valve type). Every speedway (water supply line) must be braided type or chrome, NOT PLASTIC. If a fridge requires water supply, the $\frac{1}{4}$ " supply line must be braided type or copper with its own accessible $\frac{1}{4}$ turn ball valve. Dishwasher water supply $\frac{3}{8}$ " line must be braided type or copper with its own accessible $\frac{1}{4}$ turn ball valve. Washing machine supply valves must be $\frac{1}{4}$ turn ball valve.

Drains: A "Y" with a clean out plug must be installed under the kitchen sink for drain cleaning purpose. P-traps for kitchen sink and lavatories must be adjustable. P-traps for showers, tubs and washing machine must be glued type, NOT ADJUSTABLE. When installing a shower, a membrane must be installed prior to tiling. The membrane must come a minimum of 8 inches on the walls and be connected to an appropriate type of shower drain.

Electrical: When a unit is being fully renovated and the walls are down, it is recommended to change all accessible wires. Should the breaker panel be changed or relocated, such change must be indicated in the renovation plan submitted for approval.

Air conditioners (Wall and mini-split units): must be connected to a dedicated drain.

Windows: New windows must be **White** single hung, double hung or sliding type. Frame and glass must be **Hurricane Resistant Rated**. Multiple square windows are **not acceptable**.

Jansel Court

RENOVATION APPLICATION FORM

A construction/renovation application, depending on the scope and complexity, may take up to 30 days for approval. The owner's maintenance fee account must be current and a cheque of \$100.00 + VAT must be attached to the application for approval consideration.

Application Date: _____

Owner's Name _____ **Unit #** _____

Expected renovation start date _____

Expected renovation completion date _____

General Contractor's Name _____

Sub Trades: All sub trades must be listed: (Plumber, Electrician, HVAC, Tile Setter, etc.)

Description of work: provide description of work and attach a sketch or blue prints for all proposed relocation of walls, cabinets, showers, plumbing, electrical, etc. Attach additional sheet(s) if necessary.

Identify how the **CONSTRUCTION DEBRIS** will be disposed of by the contractor (example: contractor's truck, garbage disposal bin, picked up by another contractor, etc.)

In the event that the approved contractor does not keep the common areas clean and/or damages result of the renovation, the **OWNER** will be charged \$200.00 + VAT per cleaning day fee and/or charged for damages to the property.

OWNER SIGNATURE _____

CONTRACTOR SIGNATURE _____

(I agree to follow the rules, regulations and guidelines set forth during the renovation)

OFFICE USE:

ACCOUNT CURRENT: Yes _____ No _____

\$100.00 + VAT administration fee attached: Yes _____ No _____

BOARD AUTHORIZATION DATE: _____

OFFICE SIGNATURE _____

DATE : _____

