

CONTRACTOR INSTALLATION REQUIREMENTS

TYPES OF CONTRACTOR INSTALLATIONS:

Architectural changes within a Residential Unit which involve a contractor include but are not limited to any change that involves a substantial penetration, addition or re-location of a wall, ceiling or any major fixture, architectural feature or appliance. Please refer to the Architectural Guidelines for more details concerning the definition of an architectural change, which requires approval.

GENERAL KNOWLEDGE REQUIREMENTS:

If a wall or ceiling which encompasses plumbing or a fire sprinkler will be substantially penetrated (even if plumbing or fire sprinklers will not be relocated or altered), a proper mechanical orientation of where the plumbing and sprinkler system shut off valves and enclosed conduit must be requested of the Architectural Committee in writing to ensure the following:

- All possible precautions should be taken to prevent a flood.
- A thorough understanding of what to do if an unexpected flood does occur is required.
- Water main shut-off valves that may need to be accessed in the event of an emergency should be identified in advance.
- If fire sprinklers will be relocated, approval for relocation may need to be considered.
- If fire sprinklers will be relocated or disarmed during construction, special security measures must be considered.

SUBMISSION REQUIREMENTS:

An original architectural drawing of the unit must be included and must be annotated to highlight the following:

- **Plumbing:** The homeowner and contractor should review the original architectural drawing for circles, which indicate where plumbing is located in the walls of the Residential Unit. If plumbing is to be altered or re-located, please provide a separate diagram to indicate how this will be reconfigured.
- **Fire Sprinklers:** The homeowner should mark and label a copy of the original architectural drawing with asterisks and captions to indicate where fire sprinklers are positioned in the area of the home where construction will take place. New sprinkler locations should be drawn and captions should be used to describe where the contractor is proposing that they be relocated.
- **Electrical/Cable/Telephone:** The homeowner should mark and label a copy of the original architectural drawing with squares to indicate where electrical, cable and telephone lines are positioned in the area of the home where construction will take place. New electrical/cable/telephone locations should be drawn and captions should be used to describe where they would be relocated.
- **Supplemental Documentation:** Any other pictures, drawings or renditions which depict the proposed architectural change or addition should be included if available.

Inspection by the Board or architectural committee, if appointed, or its representative may be required at different stages of completion.

I have read, understand and will abide by the requirements mentioned above.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Contractor: _____ Date: _____

Signature of Contractor: _____ Date: _____

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