



Caribbean Property Management, Inc.

Professional Community Association Management

12301 S.W. 132 Court • Miami, Florida, 33186

Phone: (305) 251-3848 • Fax: (305) 251-3849

Request to Construct

Any homeowner wishing to begin construction **must** complete and return this form.

- ❖ Unit Owners that are interested in commencing construction within the unit. Shall follow the procedure outlined below in addition to the plan review and approval requirements stipulated in the Key Largo Ocean Resort Guidelines and Use Rules and Regulations.
- ❖ **WORK MAY NOT COMMENCE UNTIL THIS FORM HAS BEEN APPROVED IN ACCORDANCE WITH THE ASSOCIATION DOCUMENTS**
 - ❖ Once approved Construction will only be allowed:
Monday - Friday 7:00 AM – 5:00 PM
Saturday 8:30 AM - 3:00 PM
No Construction will be allowed on-Sundays.

Name of Owner: _____ Unit Num.: _____

Property Address: _____ Balance: \$ _____

Day phone: _____ Email: _____

Community Name: _____

Approval is hereby requested to begin construction on our home.

Name of Contractor: _____

Telephone: _____ Email: _____

Permit #: _____

Anticipated date of commencement

Anticipated date of completion

Anticipated date of Occupancy

Items to include with this application:

- ✓ Certificate of General Liability Insurance for the lot.
- ✓ Certificate of General Liability Insurance from the contractor. **See below for specifications.*
- ✓ Copy of Construction Permit.
- ✓ Copy of Contractors Workers Comp.
- ✓ Copy of contractors current certificate of competency from Monroe County and or the State of Florida
- ✓ Occupant Registration Sheet.



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Construction Procedures and Site Safety Regulations

UNIT CONSTRUCTION REQUIREMENTS AND SAFETY PROCEDURES.

Prior to the Commencement of Construction contractors shall comply with the following:

1. Security deposit of 1000.00 (refundable) **Must be in the form of a Check, Money Order, or cashier's check.**
2. In order to be scheduled for construction by the management office, the Unit Owner's previously approved general contractor shall provide a copy of the building permit, a current certificate of competency from Monroe County and or the State of Florida, as well as a construction schedule at which time he will be provided with a copy of the Construction Operations Rules and Regulations.
2. - Obtain a copy of the site utility as-built from the management office.
3. - Provide a list of sub-contractors. All sub-contractors shall be considered Building contractors by the Association and must comply with these Rules and Regulations.
4. - Contractor's Insurance Agent shall fax or mail Certificate of insurance naming Key Largo Ocean Resort Condominium Association, Inc., as an **Additional Insured**.
 - A – Minimum of \$2,000,000.00 Liability
 - B – Minimum of \$50,000.00 Medical each per occurrence
5. - Contractors and sub-contractors shall comply with all applicable OSHA regulations such as but not limited to hard hats, approved shoes, and construction equipment, which are required within the construction site. Failure to do so will result in the issuance of a warning upon the first offense and expulsion from the site after the second offense.
6. - Provide a copy of Company Safety Procedures.
7. - For each employee, provide employee driver license and obtain a construction worker pass from the Association. Worker pass shall be worn at all times within the construction site.
8. - Obtain a construction personnel vehicle parking permit. All vehicles shall be parked in designated areas only.
9. - Notify utilities before commencing. Sunshine State One Call of Florida, Inc. (800) 432-4770

Once notified by the Association to commence construction, the contractor has thirty (30) days to commence. Failure to do so will result in rescheduling the commencement date.



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After notification to commence and prior to commencing excavation, the individual Unit site shall be fenced with a minimum 6' high chain-link fence and 10' wide gate which will be maintained on site until a certificate of occupancy is obtained. The construction fence shall be kept in place up to the time a certificate of occupancy is obtained.

During construction operations, all debris shall be kept within the Unit boundary and each site shall be cleaned daily. The private roads and Common Elements shall be kept free of debris and vehicles.

The contractor shall give the Association 24-hour previous notice before any oversize equipment such as a crane is brought into the construction site.

Once the certificate of occupancy is obtained and provided to the Association, a site inspection will be conducted by the association and a letter authorizing Unit Owner occupancy shall be issued by the Association no later than ten (10) business days following the inspection if the inspection results are satisfactory.

The Unit Owner shall provide the Association with 24-hour notice to occupy his Unit in order to coordinate with other Unit Owners.

All work shall be subject to all applicable permit requirements and to all applicable governmental laws, statutes, rules, regulation orders, and decrees. Neither the Board of Directors, nor any member thereof, shall be liable for the association, any homeowner, or any other person or entity for any loss, damage, or injury arising out of, or in any way connected with, the performance or non-performance of the board duties hereunder, unless due to the willful misconduct of bad faith of a member, and only that member shall have any liability. The board shall review and approve or disapprove all plans and final construction products, solely on the basis of aesthetic consideration and the overall benefit or detriment, which would result to the immediate vicinity and to the community.

Signature: _____ Date: _____

Print Name: _____

FOR OFFICE USE ONLY

Date of received application: _____ Received by: _____

Date of approval/ disapproval: _____

Approved Denied Deferred

Key Largo Ocean Resort

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the appropriate building and zoning department(s).



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2. Access to areas of construction is only to be allowed through your property. You are responsible for any damages done to the common area during construction.

Explanation of Conditions and/or denial: