

JENSEN BEACH CLUB CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL CHANGE REQUEST FORM

c/o Coastal Property Management
10 SE Central Parkway, #400, Stuart, FL 34994
Office: 772-600-8900 Fax: 772-266-9801
www.cpmfl.com

Name of Applicant/Homeowner

Address

Address of Applicant (if different)

Email Address

Date of Application

Telephone Number - Daytime

Telephone Number - Evenings

DESCRIPTION OF WORK TO BE DONE

Submit this form for all proposed additions, changes, modifications, etc., accompanied where appropriate by plans, drawings, specifications, etc.). **If all required information is not received with this completed application, the Association will automatically reject the application until all requested information is received. Owners assume all responsibility and cost for any addition or change, and its future upkeep.**

Description

The undersigned acknowledges that they have read and understand this application. They also understand that until a signed approval is received, no work is to be started.

Applicant's Signature

Applicant's Signature

CONDITIONS OF APPROVAL

1. **It is the responsibility of the homeowner to obtain and display all required permits prior to work beginning. A copy of the permit must be provided to the association once issued.**
2. All Contractors must supply a copy of their License and Insurance Certificate, naming Jensen Beach Club Association and Coastal Property Management as additional insured to Association with this application prior to any work being performed. This requirement protects the Association and Coastal Property Management from any liability in case of accidents. If work is being performed by the owner, please indicate this.
3. A copy of contractor's proposal must be provided *(If Applicable)*.
4. Sketch / drawing of the work to be done.
5. For any hard surface flooring material soundproofing requirements must be met for the flooring underlayment. The owner is required to install a Sound Control underlayment System which will provide an Impact Insulation Class (IIC) rating of sixty (60) or greater. Please supply the rating specifications sheet with this form.

NO WORK MAY COMMENCE UNTIL THE ASSOCIATION PROVIDES A WRITTEN APPROVAL

ADDITIONAL COMMENTS _____

