

La Gorce Palace Condominium Association

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Requirements for Unit Modification and/or Construction

To conduct any type of modification and/or construction within your unit, the following documents need to be provided and approved by the management office. Approval process consists of two parts, **Contractors Package** and **Contractor Requirements**. Please see specific sections and required documents for both parts of the approval process.

Contractor’s Package (ALL sections must be completed unless they do not fit the scope of work)	
<ul style="list-style-type: none"> ○ Contractor’s Information ○ Owner’s Authorization ○ General Requirements for Construction and/or Maintenance Work 	<ul style="list-style-type: none"> ○ Contractor’s Insurance/License Requirements ○ Approval for Hard/Tile Flooring and Insulation (if applicable) ○ Release, Indemnification, and Hold Harmless Agreement (<i>Notarized</i>)

Contractor Requirements (All documents are required, must meet La Gorce Palace requirements, and be submitted to/approved by the office to receive Association approval)	
<p><u>General Contractor:</u></p> <ul style="list-style-type: none"> ○ Occupational License ○ Workman’s Comp or Exemption ○ Certificate of Liability Insurance ○ Employee Roster ○ Plans/Design (if applicable) ○ Permit # _____ (if applicable) ○ \$500 Security Deposit CH#: _____ ○ Elevator Reservation (and Fees) 	<p><u>Sub-Contractors:</u></p> <ul style="list-style-type: none"> ○ Occupational License ○ Workman’s Comp or Exemption ○ Certificate of Liability Insurance ○ Employee Roster ○ Permit # _____ (if applicable) ○ \$500 Security Deposit CH#: _____

Security Deposits must be cashiers checks or money orders and made out to La Gorce Palace, Personal Checks will NOT be accepted

ASSOCIATION APPROVAL WILL NOT BE ISSUED UNTIL ALL AFOREMENTIONED DOCUMENTS HAVE BEEN RECEIVED AND APPROVED

If you have any questions regarding any of the procedural information given in these guidelines, please contact the Management Office for clarification at: Lagorcepalace@lagorcepalacecondo.com