



THE WATERFRONT ON VENICE ISLAND BUILDING B CONDOMINIUM ASSOCIATION, INC.

Rev 11.4.2024

Condominium Unit Alteration/Modification Approval Request

Submit at least 10 business days prior to project start

Date: \_\_\_\_\_ Unit #: \_\_\_\_\_

Unit Owner(s): \_\_\_\_\_

I (We) request the Waterfront Building B Condominium Association approval to permit the modification, remodeling, or renovation of our Waterfront Condominium unit in accordance with the condominium association rules, requirements and conditions. The following checked items and explanation of scope and materials, along with any attached plans and detailed drawings, represent the extent of our request:

Check all Applicable Project Components:

- Change of floor plan, Add or change exterior screen doors, Change front door lock or lockset, Change Interior flooring\*, Electrical (moving or adding light switches, outlets, etc.), Plumbing (if connecting or disconnecting water supply or drain/waste lines, incl new HWH), Other (Specify)

\*Change Interior flooring – must use soundproofing underlayment or flooring must have sound Transmission Coefficient rating > 45 – include documentation with this request

Additional explanation and materials description: \_\_\_\_\_

Target Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

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ASSOCIATION, INC.**

**Unit:** \_\_\_\_\_ **Owner Last Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Unit Owner provide the following**

1. A detailed scope of work to be performed and the schedule and timeline for its completion (Attach forms as needed).
2. All information requested in this application, including contractor information and signatures.
3. Prior notice of all plans for water shut down so the Manager can plan and post notice at least 48 hours in advance of shut off.
4. Information regarding all material used, to include flooring sound-proofing underlayment.
5. Submit this completed form and supporting information to the Community Association Manager by mail or email to:

Waterfront on Venice Island Building B  
c/o Sunstate Management  
PO Box 18809, Sarasota, FL 34276  
Email: allapplications@sunstatemanagement.com

**Contractor and Owner must abide by the following to ensure their neighbors retain  
their right to quiet enjoyment of the facility:**

1. The Association shall maintain the right, but not the obligation, to inspect work in progress and after completion. However, Association inspections do not relieve the Owner and Contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications, Waterfront "Bldg. B" requirements and current City of Venice and State of Florida codes. **Inspection fees are the responsibility of the owner.**
2. Work may not commence prior to 8:00 AM or continue beyond 5:00 PM and must be conducted Mondays through Fridays unless specific permission is given for other periods. Work may not be performed on national holidays unless specific permission is given.
3. The passenger elevator may not be used to lift objects or materials over the rated limits of the elevator. The gate to the elevator access area may not be propped open. The elevator door must not be kept open for extended periods for loading or unloading as there is only one elevator in the building. **ELEVATORS MUST BE KEPT USABLE FOR BUILDING OCCUPANTS.** Any damage to elevators must be immediately reported to the Manager.
4. If approved, cutting of tile, wood or other material must be confined to the remodel unit and is not permitted on balconies or common walkways.
5. Neither cutting nor grinding of materials nor assembly may occur in the parking lot.

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**Unit:** \_\_\_\_\_ **Owner Last Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- 6. Materials may not be stored in common areas (parking lots, walkways, stairwells, etc.) or on balconies.
- 7. Common elements should be protected at ALL times during construction. Floor protection in the common element must be installed each day, secured to avoid trip hazards and removed at the end of the day.
- 8. Contractors and Unit owners are responsible for the removal of all construction and demolition debris and **may not use Association dumpsters.**

**Owner and Contractor Agreement with Conditions of this Application**

It is the expectation that all Contractors and Sub-Contractors will advise their crews that Waterfront Building B is a year-round residence for many people. Every effort should be made to do their work in the least disruptive ways possible, even as the Association recognizes that all construction has accompanying noise.

We have read, understand and agree to abide by the Association rules, the enclosed Construction Terms and Conditions, City of Venice and State of Florida codes and any other requirements of the Association that may pertain to this particular project.

We understand that this application must provide sufficient information (design drawings if required and material specifications) to allow the Association to assess the intended work and its effect on common areas and other units.

The signature(s) below confirm that the Unit Owner and Contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damage or liabilities arising from it.

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Company Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ License #: \_\_\_\_\_

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**Unit:** \_\_\_\_\_ **Owner Last Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor insurance information (company, coverage, limits): \_\_\_\_\_

\_\_\_\_\_

Sub-Contractor Information or N/A: \_\_\_\_\_

\_\_\_\_\_

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**Unit:** \_\_\_\_\_ **Owner Last Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Waterfront Building B Association Action**

This application is incomplete and needs to be re-submitted with the following information before it can be reviewed for approval: \_\_\_\_\_

\_\_\_\_\_

This application has been approved by the Waterfront Building B Association.

This application has been denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_

**CAM plus 2 Board Member Approvals Required**

CAM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Association Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Association Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_