

GUIDE TO ASSIST HOMEOWNERS WHEN REQUESTING HOME ALTERATION/RENOVATION REQUEST.

1. Prior to any home alteration or renovation, start at the Business office. The office is your best source of information to assist you in meeting all the BAV requirements that must be followed before the process starts.
2. After the proper forms are filled out, **signed and approved by the Board or the Property Committee you may need further approval from the City of Clearwater or Pinellas County.**
3. Here are some helpful hints that might assist you understanding the requirement that both the Association and Shareholders must abide by:

After Board meeting with Michael Delk, Planning and Development Director of the City of Clearwater, he said the following " For repairs/maintenance to the individual **mobiles**, those as the Building Official indicated (Mr. Garriott), are not covered by the Florida building code but rather the Department of Motor Vehicles (DMV). An additional explanation was provided by the building inspector at a meeting with the BAV Board and representatives from the City of Clearwater. He compared the Mobile home, because of the wheels that brought the units in, with any other motorized vehicle. He said that when a car needs a new window, tires, or a dent fixed, a permit is not required. So, he said, if a mobile home needs windows, siding , doors, etc, a permit is also not needed.

Exceptions to the above are: if you are changing the size or location of windows or exterior doors, new air conditioning units and hot water heaters, permits are necessary.

4. For work outside the units themselves, the Co-op or "park" property, is covered by the Florida Building Code. As this property and work done on it is not for the exclusive or personal use of the "owner", **a licensed contractor is required to obtain permits for the work. This is a statutory provision.** However, if a structural change is requested like a roof over, an enclosure, kick-outs, etc., a permit is needed. He emphasized that changes to a car port or any other structure, are treated differently than the Mobil home because they do not fall under the Department of Motor Vehicles (DMV) Authority. Therefore, **a licensed contractor must obtain the permit along with approved Engineering drawings are required.** He said the law requires that any structural change must meet the 140 mile per hour wind load as per the Florida-Dade County Hurricane Codes.
5. We asked the Fire Marshal representative about the 10ft. distance between structures. He said that the **Fire Code requires a 10ft. distance between structures, roof to roof.** He also said that there must be a **5ft. setback from the Seawall. There also must be a minimum of 5 ft between units at the back.** However, because kick-outs are not considered a part of the 10ft. rule, this should not be a problem in the permit process.
6. Contractors MUST remove all debris and can NOT dispose anything in the BAV dumpster or open top dumpster. If you as a Shareholder are gutting more than one (1) room in your home, you must obtain a private dumpster. You will need to obtain approval of the size and location of the private dumpster **BEFORE YOU ORDER IT.**

Type of Work That Requires A Permit:

A building permit is required in order to construct, add on to, move, or structurally alter, a building or other structure on any property located within the corporate limits of the City of Clearwater. The City Code of Ordinances, Chapter 47, defines when permits are required. A resident may qualify to do the construction work on his/her primary residence.

The most common types of projects for which residential permits are issued are listed below (not inclusive of all that require a permit):

- · Accessory structures such as sheds
- · Additions to the Exterior of the Mobile
- · Air conditioning/heating
- · Awnings and canopies
- · Carports – Kick Outs
- · Decks (wood or pavers)
- · Demolition of existing structures
- · Doors and/or windows* - only if you change the size or use a contractor
- · Docks
- · Driveways – Kick Out
- · Hurricane shutters
- · Rehabilitation of existing structures
- · Roofs
- · Screen porches, patio enclosure
- · Siding including stucco
- · Soffit and/or fascia material (parts of the overhang)
- · Steps
- · Water heaters, new water softeners

A Permit is not required for the following:

- · Flag Pole
- · Interior/Exterior Painting, paneling over existing walls or wallpapering
- · Repair/Replacement of Kitchen cabinets without plumbing or electrical work
- · Pavers other than driveways

BAY ARISTOCRAT VILLAGE, INC.
HOME ALTERATION / RENOVATION REQUEST

NO WORK SHALL COMMENCE PRIOR TO RECEIVING FINAL APPROVAL

LOT #: _____ PHONE #: _____ DATE: _____

I/We, _____, request permission to make the following alterations/additions as herein described:

Requests for exterior alterations **must be submitted with drawings, specifications and indication of the materials to be used.** Submit color chips of paint intended for home, carport or driveways when changing colors. **Documentation required for obtaining a building permit including engineered drawings, must be included prior to pre-approval required by the City.**

CONTRACTOR INFORMATION: attach your contractors business card would be nice, but not required.

Work will be performed by: _____ Contractor Phone #: _____

Contractors Business Name: _____ Contractor Lic. #: _____

Business Insurance Co.: _____ Policy #: _____

NOTE: All work must be in accordance with the Bay Aristocrat Village, Inc., governing documents and Rules and Regulations, and meet the requirements and specifications of all City, County and State ordinances. **All required permits are the responsibility of the home owner to obtain & submit prior to commencing work.**

IMPORTANT: Any work NOT in conformance with Bay Aristocrat Rules and Regulations, documents and all other governing agencies, as listed above, shall require the resident to re-do the work or remove the alteration so as to provide compliance. **All expenses involved in removal/replacement are the sole responsibility of the applicant.**

REQUESTED BY: _____ DATE: _____
Owner's Signature

COMMENTS: _____

***APPROVED, PENDING PERMIT:** _____ **DATE:** _____
City Permit must be returned to the Office and copy attached for final approval.
Work is NOT approved to commence.

FINAL APPROVAL: _____ **DATE:** _____
Property Committee Members Signature

This approval expires in sixty (60) days, is no longer valid and must be resubmitted.

FINAL APPROVAL MUST BE POSTED IN FRONT WINDOW OF HOME UNTIL WORK IS COMPLETE.

