

**SUNRISE TOWER ASSOCIATION**

(954) 565-2708

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[www.SunriseTower.net](http://www.SunriseTower.net)

**CONSTRUCTION GUIDELINES**

Any Owner or Contractor performing work in a unit or on Association property are provided these guidelines, please read carefully. Owner(s) are ultimately responsible to obtain any permit(s) which may be required. Permits are required for all remodeling jobs, except installation of flooring (with sound proofing\*) and or painting. Examples of permitted work include but not limited to: installation/removal of cabinets, commodes, all windows/doors, and alteration of any interior partition, electrical or plumbing component. Please refer to the Condominium Documents or Building Rules for further direction. Contact the property manager's office for clarification, or the City of Fort Lauderdale - Building Department at (954) 828-6520.

**ANY WORK, REQUIRING A PERMIT OR NOT, MAY NOT BEGIN UNTIL THE DOCUMENTS LISTED BELOW HAVE BEEN REVIEWED AND APPROVED BY THE BOARD OF DIRECTORS, AND WRITTEN AUTHORIZATION ISSUED.**

**WORK HOURS ARE 8:00 AM-4:30PM, MONDAY THRU FRIDAY  
NO WEEKENDS OR HOLIDAYS.**

1. **OWNER:** The following are the minimum requirements before work can begin:


- Work Order Form completed and returned to the office with a security deposit check in the amount of \$500.00, payable to 'Sunrise Tower'.
- Installation of flooring must have applicable sound proofing\* (min 1/4" caulking)\*\*\*\*\*
- Paint cans, protective tarps, etc must be removed off-site. Do NOT use garbage chute.
- All work must be performed by a licensed and insured contractor. (see below)
- Protective plastic sheeting must be placed over the hallway carpeting during the project.

2. **CONTRACTOR:** The following is required before work can begin:

- Copy of Florida State License. (if required for your occupation)
- Copy of Certificates of Insurance, minimum limits of General Liability \$1,000,000 and Workers Compensation, \$500,000. Sunrise Tower listed as 'Certificate Holder'.
- Copy of the entire permit application as submitted to building department.
- Copy of the Building Permit.
- Copy of GC's drawing detailing job. ('sealed' architectural drawings - if applicable)
- Owner or Contractor not permitted to use the Association's dumpster to place any refuse. Refuse must be removed off-site. If necessary a dumpster shall be provided at owner's expense.
- Protective plastic sheeting must be placed over hallway carpeting during the project.

Thank you for your cooperation.

**FOR THE BOARD OF DIRECTORS:**

  
Kevin G Burke, CAM  
Community Association Manager