



# CONSTRUCTION APPROVAL FORM

Date: \_\_\_\_\_ Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

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

Phone (s): \_\_\_\_\_  
\_\_\_\_\_

Brief description of construction project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Construction category descriptions are listed in the Rules & Regulations)

Construction Category:            A            B            C

**The following documents must be attached for approval of the above construction project:**

- ( ) Certificate of Insurance
- ( ) Work/Shop Drawing
- ( ) Construction Work Schedule
- ( ) Contractor and/or Sub-Contractor List (with full contact information)
- ( ) Resident Notification Letter

**PLEASE NOTE:**

Please refer to the Rules & Regulations (Section 8.2.4) listing hours for construction. No noise-producing work shall be permitted holidays. All work done in a Unit of The Versailles must be done in compliance with applicable building and other codes and meets all Federal, State, County and City zoning, safety, and environmental guidelines.

The above mentioned Unit Owner(s) agree to pay for an independent architectural or engineering review and any other lawful fees that may be imposed by the Board to protect and maintain the Common Elements or the limited Common Elements during the planned work.

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

**OFFICE USE ONLY - CONSTRUCTION APPROVAL FORM**

Date: \_\_\_\_\_ ( ) Approved ( ) Denied

Manager: \_\_\_\_\_

**Primary Maintenance Inspection:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Completed Maintenance Inspection:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**List of Permits (Attach all necessary building permits):**

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**RESIDENT NOTIFICATION LETTER**

Date: \_\_\_\_\_

Dear Neighbor,

As per The Versailles Rules and Regulations, this letter is notification of planned construction in my unit. All noise producing work will be completed during the hours as stated in the Rules & Regulations. There will not be construction on holidays. If you will be in your unit during our construction, we apologize in advance for any disturbance.

If you have any questions or concerns about our construction, please contact us or make the Manager aware. Contact information is below.

Thank you in advance for your understanding.

Respectfully,

Name \_\_\_\_\_

Unit # \_\_\_\_\_

Dates of Construction: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Contact: \_\_\_\_\_

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