DANBURY OFFICE CENTER CONDOMINIUM ASSOCIATION

CONSTRUCTION / ALTERATION / IMPROVEMENT APPLICATION

This form must be submitted before construction, alteration, renovation, repair, installation, or improvement work begins.

Association approval does not replace any permit, inspection, code, licensing, or other governmental requirement.

1. UNIT / OWNER / OCCUPANT INFORMATION

Unit Number(s): 1 Application Date: 12/3/56

Unit Owner Name: dfddddd

Business / Tenant Name: ddddddddddddd

Owner Phone: 2102224444 Owner Email: _____

Tenant / Contact Phone: _____ Email: _____

2. PROPOSED WORK

Brief description of all proposed work:

Estimated Start Date: _____ Estimated Completion Date: _____

Work Hours / Days: _____

Check all work that applies:

- ☐ Demolition / wall removal
- ☐ Walls / partitions / doors
- ☐ Plumbing / fixtures / piping
- ☐ Electrical / lighting / panels
- ☐ HVAC / mechanical / ductwork
- ☐ Fire sprinkler / alarm system
- ☐ Flooring / ceiling
- ☐ Cabinetry / built-ins
- ☐ Windows / exterior doors
- ☐ Signage / exterior appearance
- ☐ Structural work
- ☐ Roof / penetration
- ☐ Medical / specialized equipment
- ☐ Other

Other / additional details: _____

3. PERMITS / PLANS / APPROVALS

Is a City of Danbury permit required? ☐ Yes ☐ No Permit No.: _____

Permit applied for / obtained? ☐ Yes ☐ No Issue Date: _____

Types of permits / approvals (check all):

- ☐ Building
- ☐ Electrical
- ☐ Plumbing
- ☐ Mechanical
- ☐ Fire Marshal / Fire
- ☐ Zoning
- ☐ Health
- ☐ ~~Other~~

Architect / Engineer plans attached? ☐ Yes ☐ No Stamped plans required? ☐ Yes ☐ No

Plan / drawing description: _____

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4. CONTRACTOR / INSURANCE INFORMATION

General Contractor / Company: _____

Contractor Contact: _____ Phone: _____

Email: _____ CT License / Reg. No.: _____

Certificate of Insurance attached? ☐ Yes ☐ No Expiration: _____

General Liability Carrier: _____

Policy No.: _____ Coverage Limit: _____

Workers' Compensation coverage? ☐ Yes ☐ No Expiration: _____

Association named as Additional Insured when required? ☐ Yes ☐ No

5. PLUMBING / WATER PROTECTION

Will any plumbing, drain, water line, sink, toilet, appliance, or water-fed equipment be added/moved/chang☐?Yes ☐ No

Licensed plumber name/company: _____ License #: _____

Will water be shut off to the unit/building? ☐ Yes ☐ No Date/time: _____

Existing water shut-off solenoid present? ☐ Yes ☐ No Tested? ☐ Yes ☐ No

Will a new/replacement automatic shut-off solenoid be installed? ☐ Yes ☐ No

Leak detection device/system present or proposed? ☐ Yes ☐ No

Location of main unit water shutoff / solenoid: _____

Will work penetrate or affect common plumbing, risers, drains, walls, ceilings, or neighboring units? ☐ Yes ☐ No

Water/plumbing notes:

_____

6. ELECTRICAL / HVAC / FIRE & LIFE SAFETY

Electrical work being performed? ☐ Yes ☐ No Licensed electrician? ☐ Yes ☐ No

Electrician / Company: _____ License #: _____

Panel / circuit / service changes? ☐ Yes ☐ No New high-load equipment? ☐ Yes ☐ No

HVAC / mechanical work? ☐ Yes ☐ No Roof/exterior/common-area penetration? ☐ Yes ☐ No

Fire alarm / sprinkler affected, relocated, disabled, or modified? ☐ Yes ☐ No

Will any system need to be temporarily shut down? ☐ Yes ☐ No

Electrical / HVAC / fire notes:

_____

7. IMPACT ON COMMON ELEMENTS / BUILDING

☐ Work affects common elements or limited common elements

☐ Changes exterior appearance, windows, doors, façade, signage, or roof

☐ Affects structural walls, columns, slabs, framing, or supports

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8. REQUIRED ATTACHMENTS

- ☐ Detailed scope of work / proposal
- ☐ Plans, drawings, specifications, or floor plan
- ☐ Copies of applicable permits / approvals
- ☐ Contractor and trade license information
- ☐ Certificate(s) of Insurance
- ☐ Work schedule / anticipated duration
- ☐ Other supporting documents

Other attachments: _____

9. OWNER / APPLICANT ACKNOWLEDGMENT

- ☐ I certify that the information provided is complete and accurate and that no work will begin until required Association approval is received.
- ☐ I understand that Association approval does not constitute approval by the City of Danbury or any other governmental authority.
- ☐ I am responsible for obtaining all required permits, inspections, licenses and approvals and for complying with applicable codes and laws.
- ☐ I am responsible for the acts of contractors, subcontractors and workers, and for damage to common elements or other units caused by the work.
- ☐ I will keep common areas clean and safe, promptly remove debris, and coordinate shutdowns, access, deliveries and disruptive work with the Asso
- ☐ I understand that the Association may require access to inspect work affecting building systems or common elements and may require correction o

Owner / Applicant Signature: _____ Date: _____

Printed Name: _____

10. ASSOCIATION USE ONLY

Application Status: ☐ Approved ☐ Approved with Conditions ☐ Denied

Conditions / comments:

_____

Additional documents required:

_____

Association Representative: _____ Date: _____

Final inspection / closeout required? ☐ Yes ☐ No Completed: _____

Final notes: