
ARCHITECTURAL APPLICATION & STANDARDS

Please read the following information carefully, regarding the necessary requirements
for submitting this application.

The Le Chateau Royal Condominium Management Office (LCRC) will review and approve these applications, within 30 days of complete submission. Please submit one application for all work to be completed, if there are any changes in the process, this application must be amended to reflect those changes.

Applications must be submitted completed, and must be mailed, or hand delivered to the LCRC Mgmt. Office to the attention of the Property Manager. Any application that is submitted incomplete will not be processed and returned to the Owner for completion and resubmittal. Owners will be notified in writing by the LCRC Mgmt. Office, once the application has been approved, or with written notification of non-approval.

NO WORK CAN BE STARTED UNTIL OWNERS HAVE RECEIVED WRITTEN
APPROVAL FROM THE LCRC MGMT. OFFICE.

Any proposed alterations to the interior appearance of any unit, including but not limited to walls, and/or floor coverings, any proposed structure alteration, or improvements, and or finish, any windows, sliding glass doors, or hurricane protection or accessories, shall all be deemed as an alteration requiring written approval from the LCRC Mgmt. Office. Excluded from these requirements are the following; any interior doors, decorations, painting of walls, wallpapering, light fixtures, ceiling fans or carpeting, removal of popcorn ceiling.

Any proposed alterations or proposed work involving electrical, or plumbing, or any other type of alteration, that requires a Permit from the Town of South Palm Beach, will also require approval from the LCRC Mgmt. Office. Any and all contractors must provide the LCRC Mgmt. Office with proof of legally required license(s), proof of insurance, with the Association listed as an "Additional Insured" or "Certificate Holder" on their Certificate of Insurance (COI), all contractors must register in the office whenever on the premises, for whatever reason, and must provide any other documents requested by the LCRC Mgmt. Office, in a timely manner.

Each application must be submitted with detailed information about the proposed alterations and/or improvements.
Any alterations and / or improvements to any unit that exposes any type of plumbing lines, must be inspected by the LCRC Mgmt. Office prior to having the walls replaced.

ARCHITECTURAL CHANGE APPLICATION

Please print and fill out this application in its entirety with all required documentation.

Owner Name: _____ Unit: _____

Email Address: _____ Phone Number: _____

Description of work to be done: _____

The following documentation is required by the LCRC Mgmt. Office prior to any work commencement.

Contractors / Supply Vendors must provide the following documents:

- Copy of State of Florida Occupational License
- General Liability Insurance Certificate (with Le Chateau Royal Condominium Association, Inc. named as the Certificate Holder or Additional Insured)
- Workmen's Compensation Certificate of Insurance or current Exemption Form

The minimum requirement for General Liability coverage, for any contractor performing work anywhere on the LCRC property is \$100,000.00/\$300,000.00.

**ALL APPLICATIONS MUST BE MAILED OR HAND DELIVERED TO THE LCRC MGMT. OFFICE
WITH A REFUNDABLE DEPOSIT IN THE AMOUNT OF \$1,000.00, MADE PAYABLE TO
LE CHATEAU ROYAL CONDOMINIUM ASSOCIATION, INC.**

**ANY WORK THAT IS STARTED PRIOR TO THE APPROVAL OF THIS APPLICATION WILL
DEEM THIS APPLICATION NULL & VOID AND THE APPLICANT WILL NEED TO RESUBMIT.**

LCRC Mgmt. Office Authorized Signature: _____

Date: _____

Contractor's performing work must abide by the following requirements:

- Prior to the commencement of work or any deliveries of supplies and/or materials, contractors must request that the Elevator Pads be installed by the LCRC Mgmt. Office.
- Prior to the commencement of work or any deliveries of materials, contractors must install Floor Protective Coverings, in the common areas closest to the unit in which they are working. Protective flooring coverings must be removed at the end of the work week. No flooring coverings are permitted to remain over the weekend.
- At the end of each work day, contractors must ensure that the common areas are free and clear of any debris, equipment or materials.
- Contractors may not use any of the common areas to store any equipment or supplies.
- Contractors must ensure that the water supply to the unit being worked on is in the OFF position at the end of each work day (if unit is unoccupied).
- Contractors understand that they can only perform work Monday through Fridays from the hours of 8am till 4pm. No work will be allowed on Saturday's or Sunday's or any other Legal Holiday's. No Work Period: December 15th through April 1st of any year.
- Owners & Contractors understand that LCRC Manager has the authorization to stop any construction work in a unit, in the event that there is a deviation of the original scope of work, or additional work not authorized on the LCRC architectural application.
- Contractors must register at the LCRC Mgmt. Office each work day, and may only use the northwest area in front of the parking garage or must park on the upper level of the parking garage.
- Contractors may not keep any common entrance doors held open for an extended period of time.

Contractor Company Name: _____

Contractor Name: _____

Contractor Phone: _____

Contractor Email: _____

Contractor Authorized Signature: _____

Date: _____

Anticipated date of commencement: _____

Anticipated date of completion: _____

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UNDERSTANDING THE APPLICATION REQUIREMENTS AND AGREEMENT

By signing below, I am acknowledging and agreeing to the following; I am responsible for insuring that all necessary permits and authorizations are obtained prior to any work commencing. I understand that I am responsible for any damages done to the Le Chateau Royal Condominiums, Common Areas, and to any other unit(s), and to any other person(s) or personal property, as a result of the work involved with this project.

I agree to allow the LCRC Mgmt. Office enter the property to perform any necessary inspections, or to ensure that the work areas being approved, coincide with this application's description both during and after completion.

I agree that I have read the requirements of this application in their entirety and am in full agreement with the contents and requirements of this application, its process, and agree to abide by these provisions and the provisions and stipulations of the Le Chateau Royal Condominiums Covenants, Restrictions and other association appropriate and applicable documentation, including the association's **Articles of Incorporation, the Declarations of the Condominium, and their Rules & Regulations.**

I further agree that the work will be conducted during **Monday through Friday**, during normal business hours (**8am to 4pm**) or as permitted by the LCRC Mgmt. Office. There will be **NO WORK** done during **Saturdays or Sundays, Holidays, or during the time period from December 15th through April 1st of any year.**

I agree to ensure that the Contractor, Vendor, Company that I hire understands and abides by the requirements set-fourth by the LCRC Mgmt. Office, including but not limited to the proper removal and disposal of all construction debris, trash and any other related matter, resulting from the work being done in my unit.

I agree that I will not place any old material or furnishings inside of the buildings trash rooms or dumpsters.

I agree that I will be responsible for the proper disposal of any related materials or furnishings. At no time, will I allow for the Contractor, Vendor or Company to use any of the Common Areas, as a storage for materials and / or equipment.

I agree that any damages caused to the associations common areas will result in charges for repairs and / or replacement, and that the amount of those damages will be removed from my deposit. If the damages exceed the amount of the deposit, I agree that I will be responsible for any additional monies owed.

I acknowledge that I have read the aforementioned requirements and am in agreement with them.

Owner Name: _____ (Print)

Owner Name: _____ (Signature)

Date: _____



A BUILDING PERMIT IS REQUIRED PER CHAPTER 1, SECTION 105, OF THE FLORIDA BUILDING CODE WHEN:

One intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or any outside area being used as part of the building's designated occupancy, or to erect, install, enlarge, alter, repair, remove, convert, or replace any required electrical, gas, mechanical or plumbing system. The installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make an application to the Building Official, and obtain the required permits for the work. Permits must include the value of all labor and materials regardless of whether the General Contractor or the Homeowner is purchasing them.

❖ THE FOLLOWING LIST IS TO BE USED AS A GUIDE ONLY, THE TOWN BUILDING OFFICIAL WILL MAKE ALL FINAL DETERMINATIONS. ❖

THE FOLLOWING (BUT NOT LIMITED TO) WORK REQUIRES A BUILDING PERMIT AND MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR:

- | | |
|--|--|
| • Remove/Install Drywall | • Installing/Replacing A/C Heating Unit |
| • Concrete/Restoration/Paving/Sealcoating | • Changes to & Replacement of Plumbing Systems |
| • Stucco work | • Installing mini splits & ductwork |
| • Replacing/Installing Kitchen & Vanity Cabinets | • Electrical Fixtures/Wiring Systems |
| • Installing Hurricane Shutters | • Interior Alterations/ Remodeling |
| • Installing any Flooring except carpet | • Fuel Gas Systems |
| • Fire Sprinkler System(s) | • Installing Countertops |
| • Installing/Replacing Exterior Doors & Windows | • Antennas & telecommunications equipment |
| • Installing Screen Closures & Awnings | • Parking Lots; Repave, Restripe |
| • Generators | • Install/Replace Water Heater |
| • Signs & Fences with Architectural Bd. App. | • Exterior Improvements on a building** |

THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT BUT MUST MEET ALL APPLICABLE CODES AND MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR:

- Replacing Light Fixture, Switch or Receptacles - "like for like" in existing outlet, less than \$1000 (**No New Work or Upgrades**)
- Repairing Existing A/C Heating Unit, No Ductwork or New Equipment
- Remove/ Replace Drywall on Non-Rated Assembly Less than 32 Square Feet
- Exterior color change **

THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT BUT MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR OR HOMEOWNER:

- | | |
|--|----------------------------------|
| • Repairing screens | • Toilet Repair or replacement |
| • Refacing kitchen & vanity cabinets | • Replace Window A/C Unit |
| • Satellite Dish Antennas- 1 meter or less | • Plug & Go Alarm/Monitor System |
| • Popcorn ceiling removal | |

**** Exterior improvements require approval by the Architectural Review Board ****

Revised 3/13/2024