

**FAIRFAX/ KPIT ARCHITECTURAL REVIEW COMMITTEE REQUEST  
FOR APPROVAL TO APPROVAL TO MODIFY PROPERTY**

**ARC SUBMISSION GUIDELINES**

The approval process may take up to 30 days. All requests for change that are visible from the outside of your home must also be approved by KPIT (we will forward the application to them for their approval on your behalf).

**DIRECTIONS:**

- Separate projects require separate applications. Ie: do not submit a request for windows and flooring on the same form.
- Fully complete, sign and date all items. Return to the Property manager.
  - via email (ashley@JLPropertygmt.com), or Fairfax Neighborhood President
- Please include plans and specifications prepared by a qualified person to outline the request.
- Information contained in these plans must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration.
- All work must be completed only by a licensed and insured contractor, who will provide a Certificate of Insurance (Col) naming the Association as an Additional insured for at least \$1,000,000.00.

**FOR YOUR INFORMATION:**

- The applicant assumes all responsibility for any infringement on, or interference with existing facilities and easements on the property.
- Applicant will be responsible for any damage caused to the Association's common areas (ie: irrigation, landscaping, walls, walkways, roadways, elevators etc.) by contractor(s) in the course of construction, and any additional maintenance costs incurred by this change.
- Approvals are only valid for 180 days from the date of final approval.
- All applicable governmental permits or approvals must be submitted to the Association BEFORE work can begin.
- Approval of this request does not constitute approval of the structural integrity of the requested modification and is intended solely to maintain harmonious visual aesthetics within the community.
- Approval is granted only to the extent required by our Governing Documents and should not be construed to supersede existing Municipal, County, or State ordinances.
- As a condition precedent to granting any request for change, the applicant, his heirs, and assignees hereby assumes the sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change.
- Approvals are only valid for 180 days from the date of final approval.

Once an approval has been granted:

The Property Manager will send you an approval email.

It is your responsibility to:

- Notify your vendor.
- Schedule the work.
- Add your vendor to your guest list at the gate.
- Request pads for the elevator at least 48 hours in advance if needed.

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**VENDOR INFORMATION / REQUIREMENTS**

**HOUSE RULES:**

- Work Hours: 8:00 am – 6:00 pm, Monday through Saturday. No construction work on Sundays.
- Contractors must park vehicles in Guest Spots after unloading.
- Elevators: The Homeowner will be liable for any damages to the elevator including, but not limited to scratches, dents and mechanical failure due to overloading or abuse. Pads should be requested at least 48 hours in advance.
- Nothing is to be discarded in any building dumpster. All debris must be hauled away by the contractor.
- The trash chute MAY NOT be used for disposal of debris.
- No work can be done on Catwalks, walkways, courtyards (ie: cutting tile, wood, etc...)
- Equipment and supplies may not be staged outside of the unit.

**FORMS NEEDED:**

- ALL FORMS must be presented with the application. I cannot accept COI's from your broker.
- All necessary permits have been applied for and are issued.
  - If the City requires Board approval before they issue the permit, proof of the submitted application must be provided.
- Current Business License.
- Certificates of Insurance for Worker's Comp and Liability.
  - If exempt from W/C, Provide a current exemption letter from the State of Florida
  - Liability coverage should be a minimum of \$1,000,000.00.
  - Certificate Holder should read as:
- The Certificate Holer should read as:
- Fairfax Condominium **XX** Association (replace **XX** with your building number)
- **10191 W Sample Rd Ste 203**
- Coral Springs, FL 33065

**MISCELLANEOUS:**

- Flooring Spec:
  - Sound Proof Rating of 70
  - Sound Transmission Class ratings are measured in decibels.
  - The STC rating pertains to airborne noise, such as voices, radio, television, etc. It measures impact sounds, such as footfalls, dropped objects etc. The transmission of these sounds through floor/ceiling assemblies (such as those found in multi-level homes and apartments) will be inhibited by underlayment with higher ratings. Granville Associations require a rating of 70 or better. Please submit photo of underlayment installation to Property Manager before adding finish.
- Patio Enclosures:
  - A sprinkler system extension will be required by The City of Tamarac.
  - The finished project MUST match the original look of the building. The screens and railings must be intact and not removed.
  - We will need elevation drawings to accompany the request.
- Impact Windows and Doors:

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**VENDOR INFORMATION / REQUIREMENTS**

Must include a photo or brochure of the model being installed.

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**APPLICATION**

NAME OF APPLICANT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**INSTRUCTIONS – CONDITIONS FOR APPROVAL**

1. This application will not be processed unless signed by applicant(s) where indicated \*and the required supporting material is submitted.
2. All request for building additions, screen rooms, fences, swimming pools, landscape improvement or other such improvement must be accompanied by an original signed and sealed survey of the property. Two complete sets of plans and specifications prepared by an architect, engineer, private contractor, or other properly licensed individual shall be attached to this application.
3. Information contained in these plans and specifications must show the nature, kind, shape height, materials, color and location of the requested change or alteration. Color chips are required when painting.
4. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns hereby assumes sole responsibility for the repair, maintenance, or replacement of any such addition, alteration or change and agree to maintain same in the approved condition.
5. PLEASE ATTACHED CONTRACTOR'S LICENSE AND CERTIFICATE OF INSURANCE:

The Certificate Holer should read as:

Fairfax Condominium **XX** Association (replace **XX** with your building number)

**10191 W Sample Rd Ste 203**

Coral Springs, FL 33065

6. Homeowners agrees to indemnify the Association for any and all the damages, claims or lawsuits resulting from your contractor(s) not carrying proper liability insurance, workman's compensation, etc.
7. Should homeowner or contractor not observe the proper setback requirements and/or easements, the Association may need to request the addition to be modified or removed when the error is brought to its attention.
8. Any damages to any common area(s) as a result of this modification is solely the responsibility of the homeowner.
9. All materials (i.e.: lumber, debris, paint cans, etc.) must be properly discarded.
10. No contractor may display a sign on the property (or it might be removed without notice).
11. Approval of this request does not constitute approval of the structural integrity of the requested modification and is intended solely to maintain harmonious visual aesthetics within the community.
12. All applicable governmental permits or approvals must be obtained by the applicant and submitted to the board prior to construction and final inspections are completed.
13. No work may be commenced until this form has been processed and returned to the applicant signed by an authorized representative of the board.

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In accordance with, and in understanding the requirements of, the Declaration of Covenants, Conditions and Restrictions of the governing Documents of the Community, to which I belong and in acknowledgement of, and in agreement with, the above stated conditions, I/We make application for the following addition, modification, change or improvement upon my/our property. (Describe in detail the modification requested and sign this form where indicated, If more space is needed, please use reverse side.

**Describe Project:**

\_\_\_\_\_

Signature of Applicant

Print Name of Applicant

\*\*\*\*\* *Below is for Administrative Use Only* \*\*\*\*\*

ASSOCIATION ACTION TAKEN:

Your request is:  APPROVED  CONDITIONALLY APPROVED  DENIED  INCOMPLETE

COMMENTS:

Board of Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

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KPIT ACTION TAKEN:

Your request is:  APPROVED  CONDITIONALLY APPROVED  DENIED  INCOMPLETE

COMMENTS:

KPIT ARC COMMITTEE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

## Building Permits

The Florida Building Code, along with the Board of Community Amendments Section 105.1 and including Section 105.4 through 105.7, as well as the City of Tamarac Code of Ordinances, require permits for many of the most common improvements made to residences and businesses. The following list highlights some of the items that require a building permit from Tamarac's Building Department. Please note, this list is **not** inclusive of every item that will require a permit.

For additional clarification, or if you have any questions, on what improvements require a building permit, please call Tamarac's Building Department at (954) 597-3420. **PLEASE NOTE:** You should also be sure to check with your Homeowner's Association for any requirements prior to applying for a permit.

*The following information is separated by discipline.*

### Permits Related to Electrical:

*Permits are required for the following...*

- Hot tubs, unless they plug into an existing outlet.
- Installation of a new permanent mounted emergency generator and/or any wiring for the future hook up of generators.
- Landscape lighting, unless they plug into an existing outlet.
- **Burglar alarm** installation.
- Any type of **low voltage** wiring outlets, such as the ones used for TV surveillance cameras.
- **Electrical panel** replacement
- Any new **electrical work**, such as the installation of any electrical outlets, lighting, etc. in the interior or exterior of a residence, business, or other building.

### Permits Related to Mechanical:

*Permits are required for the following...*

- Alteration or replacement of any ductwork for heating, ventilation, dryer exhaust, or air conditioning.
- Any type of replacement or new installation of any exhaust ductwork or equipment for kitchens and/or bathrooms.
- **Air conditioning** change outs. Please note, if replacing the condenser (outside unit) or the air handler (interior unit), or both, a documentation of system efficiency **will** be required at time of permit.

## Building Permits

### Permits Related to Building:

*Permits are required for the following...*

- New installation, or replacement, of canopies, awnings and tents permanently mounted to a building or pool deck.
- Any type of exterior demolition in a building that changes the original configuration of the building, or any type of exterior renovation to any walls, ceilings, drywall, insulation, etc.
- **(airport, garage, open patio enclosures with a roof, to convert it into a living space.**
- **Kitchen remodeling:** Any type of additions or remodeling including replacing cabinets, installing and/or replacing of any type of sink, in-sinkers, water heaters (tank or tankless), or any electrical upgrades, such as: the installation of new outlets, the upgrading of existing outlets, adding new light fixtures, exhaust systems, etc.) Also see Electrical and Plumbing.
- Bathroom remodeling: Any type of additions or remodeling including replacing cabinets, installing and/or replacing of any type of sink, bathtub, shower stall, toilet, any addition or alteration to the plumbing system, sewer or water service (also see Electrical and Plumbing), placement of wall niches, any electrical upgrades such as the installation of new outlets, the upgrading of existing outlets, adding new light fixtures, exhaust system, etc.
- The addition of any type of **driveway or walkway** in the front, on the side(s), or in the rear of a building (residence, business, etc.) with materials such as asphalt, pavers, or concrete.
- New installation, or replacement, of slabs, concrete or pavers (such as: patio slabs, pool decks, etc.).
- **Fences:** New installation, or replacement/repairs, of any type of fencing (such as: chain link, aluminum, wood, PVC, masonry, etc.)
- **New installation, or replacement/repairs, of gazebos, trellises, greenhouses, or any type of structure in the yard.**
- New installation, or replacement, of windows, swing doors, garage doors, hurricane shutters (such as: galvanized, aluminum panel or accordion shutters, etc.)
- Skylights, solar tubes, roof turbines, replacements or new installations.

## Building Permits

### Permits Related to Building (cont):

- New installation, or replacement/repairs, of **wood or manufactured decks.**
- New installation, or replacement/repairs, of stucco exterior walls.
- New installation, or replacement/repairs, of stiling on exterior **wall**.
- New installation, or replacement/repairs, of screen enclosures.
- **Patio utility slides** will require a Dade County Notice of Acceptance (Product Approval), a State of Florida Product Approval approved by DCA or engineered drawings.
- **Roofs:** Repairs or new installation of any type of **roof** (please note, some flat roofs require rooftop equipment to be mounted on engineered equipment stands): mansard roofs, shingles, flat or barrel metal roofs.
- **Pool:** New installation, or any type of repairs to an existing pool or pool equipment, including heat pumps, and new installations.

### Permits Related to Plumbing:

*Permits are required for the following...*

- **Kitchen and Bathroom Renovations:** Renovation of kitchens and bathrooms, including new installation and/or replacement of any type of sink, as well as **bath** tubs, shower stalls, toilets, any addition or alteration to the plumbing system, sewer or water service, replacement of wall tiles and any electrical upgrades or new installation during the renovation and/or any type of exhaust system.
- New installation of a water **well**, or irrigation **system**.
- New installation of a Solar Panel System
- **Gas systems**, LP or natural gas.
- Replacements or new installations of any type of **water heater** (tanks or tankless).

### **Need more assistance?**

For more information on the type of paperwork required to be submitted with each type of permit, you may call the Building Department at **(954) 591-3420**, or visit us at 6011 Nob Hill Road, first floor, and we will gladly go over with you all the permit requirements. Hours of Operation: Monday - Thursday, 7:30 am to 4:30 pm, and Fridays, 7:30 am to 3:30 pm.