

## Renovation/Remodel Approval Process

Before you begin remodeling/renovations or repair project, be aware that there is a required approval process here at Vizcaya. As an owner in a condominium community, this should come as no surprise.

This approval process involves the Architectural Review Committee (ARC) and the Board of Directors.

The process exists for the following key reasons:

- To ensure that the work to be performed is in accordance with the Condominium rules.
- To ensure the proposed work complies with Manatee County and Florida Codes.
- To ensure that the work does not negatively impact the structure or your neighbors
- To ensure that all contractors are licensed as required and are insured.

This listing may sound onerous, but the procedure is really quite simple.

### 1. ARC Application For Remodeling/Renovations Form

This form can be found on the Vizcaya of Bradenton website ([vizcayaofbradenton.com](http://vizcayaofbradenton.com)). Click "About", then "Forms", or obtain a copy at the Management Office.

This form is quite simple, with only a few requirements:

- Description of the work, with a sketch if room layouts are altered (i.e. kitchen and bath remodels)
- Copies of contractor's license and insurance certificate listing Vizcaya as additional insured. **\*This requirement is the one causing the committee the most issues.** A copy of the License is exactly that; not a business card, or advertising flier, but a copy of the contractor's actual license.
- Proof of insurance is a Certificate of Liability Insurance listing Vizcaya of Bradenton Condominium Association as certificate holder. These should be readily available from any reputable contractor.

Note that contractor licenses are required for any plumbing, electrical or structural work (includes door and window replacements). Some work does not require a license (i.e. flooring and tile work), but all contractors need to be insured, both for your protection and the Community's.

The completed form is submitted to the Management Office two weeks prior to the next scheduled Board of Directors meeting.

### 2. The ARC reviews the application and forwards its recommendation: Approval, Requires further review, or Deny.

The ARC recommendation is then forwarded to the Board of Directors for their review/approval at the next scheduled meeting.

Following the above process will allow your project to proceed in a timely manner. Failure to follow these directions will result in delayed approval.

**Starting a remodeling/renovation project without approval may result in a stop-work order, directive to remove/return to as-was condition, and/or fine.**