



## AUTHORIZATION FOR REMODELING AND/OR CONSTRUCTION WORK

The unit owner must sign the construction permit on page 3 and initial the bottom of the other pages. The application must be submitted along **with a copy of the contract** with the company performing the work and a deposit check made out to *Plaza del Mar* for \$500.00 for work costing \$5,000 or less, or 10% of the value of the work for projects over \$5,000. The deposit will cover any damage to common property. If the damage exceeds the deposit amount, the owner will be responsible for the remaining balance to cover the total cost of necessary repairs. The deposit may be substituted with an insurance endorsement from the owner's or contractor's liability policy listing Plaza del Mar as an additional insured. If work involves the communal pipe chase walls, an active liability policy covering this risk is mandatory. The permit must be signed by the unit owner, matching the signature on file with management. Without an approved construction permit, the security officer is not authorized to allow the contractor's entry.

### Construction Guidelines:

- Work may only take place Monday through Saturday, 8:00 AM to 4:00 PM, excluding holidays.
- **No demolition or noisy work** is allowed on Saturdays.
- Demolition hours are Monday through Saturday 9:00am to 3:30pm
- The condominium does not provide parking for contractors. The unit owner must arrange external parking for workers.

### Holidays (no construction/deliveries allowed unless emergency):

- January 1 – New Year's Day
- January 6 – Epiphany
- Eugenio María de Hostos' Birthday
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Abolition of Slavery Day
- José de Diego's Birthday
- Memorial Day
- U.S. Independence Day
- Luis Muñoz Rivera's Birthday
- Puerto Rico Constitution Day
- José Celso Barbosa's Birthday
- Labor Day (Santiago Iglesias Pantín)
- Columbus Day
- Election Day (if applicable)
- Veterans and Armistice Day
- Puerto Rico Discovery Day
- Thanksgiving Day and following Friday
- December 24 – Christmas Eve
- December 25 – Christmas Day
- December 31 – New Year's Eve

*Emergencies refer to restoring essential services like water, electricity, refrigerator repairs, or water leaks.*

### Additional Conditions:

- All apartment balances (maintenance, insurance, assessments) must be paid in full to get approval.
- The unit owner is liable for any damages caused by the contractor to other property or persons.
- Contractors must keep all common areas clean and tidy **at all times**.
- The contractor is responsible for ensuring elevator protective padding is in place.
- A plastic enclosure must be set up outside the unit door to contain dust.
- Balcony doors and windows must remain closed.
- A damp towel should be placed at the bottom of the door to trap dust.
- Workers must clean their shoes before entering common areas.

Initials: \_\_\_\_\_

- Use cardboard on floors and cover cart wheels when transporting materials.
- Passenger elevators cannot be used for transporting materials, tools, debris, or dirty persons.
- Water faucets in service rooms cannot be used to clean equipment. No fluids or debris may be disposed of in common areas.
- Small chipping hammers are allowed under the owner’s responsibility. Use is limited to Mon–Fri, 9:00 AM to 3:30 PM (non-holidays), for a period of 15 consecutive working days, starting the first use day. After this, their use is prohibited and electricity may be cut off to prevent further use.
- Management or security may stop the use of chipping hammers if deemed misused or if damage is probable.
- Stairways and hallways must remain clean and cannot be used for storage or work areas.
- Roof access requires prior notice to the office; the condominium staff will escort and verify upon exit.
- Plumbing work must be coordinated through the office. A meeting with the condo plumber, owner, contractor, and administrator will be required. The owner must submit a plumbing diagram. Final certification by a licensed plumber is required.
- Chipping hammers may not be used on pipe chase walls. To work with these walls it is required to have liability insurance with endorsement and manual tools must be used. Seal the wall when unattended and submit plumber certification before sealing. Additional inspections may be required. Work here is limited to 10 business days.
- Ventilation pipes cannot be removed.
- External elements must match the building façade (e.g., solar gray glass, anodized gray frames, plain doors). Any changes must be authorized and scheduled with the office.
- Material deliveries or debris removal involving multiple elevator trips must be pre-notified. Work must stop by 3:00 PM. If not notified, priority goes to scheduled deliveries.
- Use of pulleys to lift materials through balconies must be authorized by management. If approved, a release form and proof of liability insurance listing Plaza del Mar as an Additional Insured are required.
- Load-bearing walls cannot be altered or used for installations of pipes or niches or any other use that require its alteration.
- Hallways may be kept clean at all moments. At the end of the day, thorough hallway cleaning with vacuum and mop is required.
- At 4:00 PM, the loading gate closes—no loading/unloading allowed after that.
- Weekly inspections will be conducted. Owners do not need to be present but must inform contractors.
- Administration may inspect the work at any time without needing the owner present.
- Building plans are available at the admin office or [www.condplazadelmar.com](http://www.condplazadelmar.com).

**Note:** Do not begin work until a signed approval copy of this form is returned. Security deposit or insurance endorsement must be submitted prior to work starting.

**Applicant Information:**

Owner’s Name: \_\_\_\_\_ Apt. Num.: \_\_\_\_\_

Owner’s Phone Number: \_\_\_\_\_

Contractor’s Name: \_\_\_\_\_

Contractor’s Phone Number: \_\_\_\_\_

Date in which works will start: \_\_\_\_\_ Works Duration: \_\_\_\_\_

Initials: \_\_\_\_\_



# CONDOMINIO PLAZA DEL MAR

Oficina de Administración  
3001 Ave. Isla Verde  
Carolina, PR 00979

## LIABILITY WAIVER

I, \_\_\_\_\_, adult owner of apartment \_\_\_\_\_, residing at \_\_\_\_\_, declare that I will use a chipping hammer and/or work on the pipe chase wall during my apartment renovation. I take full responsibility for any damage this may cause to common or private property. I release Plaza del Mar, its Board, and management from any liability and will ensure all damages are covered by my personal insurance or by myself.

I understand the use of a chipping hammer and works on the chase wall require active liability insurance with endorsement to Plaza del Mar. I accept and provide proof with this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_

Initials: \_\_\_\_\_