**THE CLARIDGE HOUSE COOPERATIVE**

 **ARCHITECTURAL CHANGE APPLICATION**

**SHAREHOLDER’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT INFORMATION**

**SHAREHOLDER (OWNER) CONTRACTOR**

**Unit # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESCRIPTION OF WORK TO BE PERFORMED:**

**(Provide a written description and attach copies of plans, drawings, contracts or work orders that are available. Please be as thorough as possible.)**

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**ESTIMATED TIME TO COMPLETE WORK:**

 **(Include starting date, finishing dates, down times and any major noise generating activity such as demolition, use of power tools, etc.)**

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**ARCHITECTURAL CHANGE REQUIREMENTS**

***Steps for submitting an Architectural Change Form***

1. Shareholder (Owner) must submit a completed Architectural Change Application to Building Management.

\*Minor Changes: No deposit due.

\*Major Changes: $500 deposit due (check preferred)

Applications may be submitted in person at the Management Office, via fax at (202) 965-6280 or via email to management@claridgehousecooperative.com / maintenance@claridgehousecooperative.com

1. Shareholder must provide a copy of DC Contractor’s license.
2. Work may commence after the Architectural Change Form has been approved by Building Management. Owner must provide a copy of the Claridge House Contactor’s Memo to all contractors. Please notify Management upon completion of the work.

\*A "Minor Change" is (i) a change that does not require any construction permits, electrical permits or plumbing permits and (ii) a change that does not affect the structure of the Building or any walls, and does not require the disconnecting of any services.

\*A "Major Change" is (i) a change that requires any construction permits, electrical permits or plumbing permits, (ii) a change that affects the structure of the Building or any walls, (iii) a change that affects or requires the disconnecting of any Building service (water, gas, sewer, electrical).

**IN APPLYING FOR APPROVAL, AND IN PERFORMING ANY WORK, SHAREHOLDER (OWNER) IS RESPONSIBLE FOR COMPLYING (AND FOR ENSURING THAT HIS/HER CONTRACTORS COMPLY) WITH THE CLARIDGE BYLAWS, PROPRIETARY LEASE AND HOUSE RULES (“GOVERNING DOCUMENTS”), AS WELL AS WITH ALL APPLICABLE LAWS AND REGULATIONS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

(1) Owner is responsible for obtaining all required District of Columbia permits prior to commencing work, and for arranging all District of Columbia inspections required in connection with the work.

(2) Owner will be responsible paying all repair costs for any damage caused by Owner, or by Owner’s contractors (including employees, subcontractors, agents, etc.) to common areas of the building or to other apartments.

(3) Owner is responsible for ensuring that Owner’s contractors remove all debris and clean any portion of the common areas soiled in connection with the work done. All waste and other materials must be hauled offsite by contractor. The Cooperative can arrange for bulk trash service at Owner’s expense if requested in writing at least 2 days in advance. Owner’s cost for this service will be based on the amount of material for disposal. Owner will be responsible for paying any extraordinary cleaning and trash removal costs incurred by the Cooperative in connection with the work on Owner’s apartment.

(4) The scheduling of the work must be coordinated with the Maintenance Supervisor and all work must be performed only from 8:00 a.m. - 5:00 p.m., Monday through Saturday. No work is permitted on Sundays.

(5) Work must not unreasonably disturb or inconvenience any other resident.

(6) The Claridge House standards (set forth below) and all applicable laws, regulations and governmental requirements, which includes all applicable DC Codes must be followed at all times.

(7) The cost of the work will be Owner’s sole responsibility and Owner shall indemnify and hold the Cooperative harmless for any damage to the building or any apartment, and for any claims, injuries, damages, proceedings, penalties, actions or causes of action of any kind, including costs and attorney’s fees, which may arise in connection with the work or with the acts of omissions of Owner or Owner’s contractor or contractor personnel in connection with the performance of the work.

**CLARIDGE HOUSE STANDARDS**

**NOTE:** OWNER AND OWNER’S CONTRACTORS MUST COMPLY WITH ALL APPLICABLE DC CODES AND REGULATIONS (e.g., CONSTRUCTION, ELECTRICAL, PLUMBING, MECHANICAL, FIRE, etc.), **IN ADDITION TO** THE STANDARDS SET FORTH BELOW:

**Electrical:**

1. No romex wire may be used. Must use BX or MC cable.
2. No electrical device with a wattage greater than 1500 watts may be installed or added without the prior written approval of Building Management.

(3) No circuit breakers with greater than a 20 ampere rating may be added to the building.

(4) In the South Building, any new electrical panel box shall not exceed a total rating of 60 amperes. In the North Building, any new electrical panel box shall not exceed a total rating of 125 amperes.

(5) No electrical devices with a voltage requirement greater than 120 Volts AC may be installed or added without the prior written approval of Building Management.

(6) In the South Building, if any portion of the kitchen is being renovated, the existing electrical fuse panel must be replaced with a new circuit breaker panel.

**Plumbing:**

**When bathroom walls, tiles or tub/shower faucets are being replaced (including partial replacement), the following is required:**

1. The tub and/or shower faucet must be brought up to current Code requirements and Claridge House safety standards.
* The tub and/or shower faucet must be a temperature / pressure balanced faucet. This is also known as a thermostatic valve. The temperature shall be set no higher than 120 degrees. The faucet must have integrated ¼ turn stop valves. These requirements are met by the

Moen Posi-Temp faucet (Product #L2363), but other faucet models also may comply.

1. The tub waste pipe and overflow must be brought up to the current Claridge House standard, as follows:
	* The tub waste pipe and the tub overflow shall not have any locknuts.

The tub waste pipe and overflow must be replaced by opening the ceiling of the apartment below the bathroom. The Owner replacing these items must arrange through the Management Office for access to the apartment below, and will be responsible for the cost of having the ceiling opened, for having the replacement work done, for having the replacements leak tested and for having the ceiling restored.

3. The shut off valves for the toilet and sinks may have to be replaced, as determined by the Maintenance Supervisor. The Owner must arrange for inspection of the shut off valves by the Maintenance Supervisor before any work on the bathroom begins.

4. If a sink is replaced, the sink’s waste pipe must be replaced.

5. **If and when a kitchen or bath wall is opened, Owner must arrange for the Maintenance Supervisor to inspect the condition of the riser pipe that passes through the wall. The Maintenance Supervisor also must re-inspect any plumbing work before any walls are closed.** This will allow the Cooperative to replace any deteriorated riser pipes in the wall. This will help to avoid the future inconvenience and cost of tearing out renovations such as new cabinets or tiles in order to replace the pipes in the wall.

6. **Water shutoffs and/or other unit entry requests must be made at least 48 hours in advance. We prefer Tuesday-Thursday for any utility interruptions or other unit entry.**

7. **Sharkbites are not permitted. All water pipes must be “L” copper.**

**Structural:**

 Load-bearing walls shall not be opened or altered without the Cooperative’s prior written approval. To request this approval, Owner, at his/her expense, must engage the services of a DC-licensed structural engineer, who must provide written certification to the Cooperative that Owner’s proposed alterations to the load-bearing wall are properly designed to prevent damage to the building. The Cooperative will not consider such a request without first receiving this written certification.

IN THE EVENT OF A CONFLICT BETWEEN THE COOPERATIVE’S GOVERNING DOCUMENTS AND ANY PROVISION IN THE ARCHITECTURAL CHANGE REQUIREMENTS OR CLARIDGE HOUSE STANDARDS SET FORTH ABOVE, THE GOVERNING DOCUMENTS SHALL CONTROL. IN THE EVENT OF A CONFLICT BETWEEN ANY APPLICABLE LAW OR REGULATION AND ANY PROVISION IN THE GOVERNING DOCUMENTS, OR ARCHITECTURAL CHANGE REQUIREMENTS OR CLARIDGE HOUSE STANDARDS SET FORTH ABOVE, THE APPLICABLE LAW OR REGULATION SHALL CONTROL.

**ACKNOWLEDGMENT**

BY SIGNING BELOW, SHAREHOLDER (OWNER) ACKNOWLEDGES THAT HE/SHE HAS READ, UNDERSTANDS, AND WILL COMPLY WITH ALL OF THE FOREGOING REQUIREMENTS AND STANDARDS.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of apartment Lessee (Shareholder) Date**

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 **Signature of Contractor Date**

***Below this line for office use only***

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( ) **Approved with no contingencies**

( ) **Approved with the following contingencies**

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( ) **Denied for lack of information**

**Information needed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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( ) **Denied**

**Reason for denial** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Authorized Management / Maintenance Supervisor signature:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Final Inspection**

Inspected by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

### **Important Information for Contractors**

### **MC900432556[1]**

### Contractors must always sign in at the Front Desk upon arrival each day.

### Contractor work may only be performed during the following hours:

### Monday – Saturday, 8:00am – 5:00pm;

#### Sunday – no work may be performed.

### Please check with the apartment owner and Building Management to determine if an architectural change form is required prior to commencing work.

* All trash and debris must be hauled offsite. Flooring, carpet, drywall, lumber or other construction material must not be placed in the trash chutes or in the dumpsters.

### All loading, unloading and building access shall be through the loading dock located behind the building. Building Management will permit access upon request.

### Contractors must use only the service elevators. Nothing shall be transported on other elevators, or through lobbies or garages, without prior permission from Building Management.

### Contractors may park in parking spaces in the back of the building on Hughes Mews with proper permit, if space permits. Permits may be obtained from the Front Desk. Any unauthorized vehicle parked in the back of the building or elsewhere on the Claridge House property will be ticketed and/or towed. Contractors are not allowed to park for any period of time in the North Building driveway (i.e., the main building entrance). Double parking for any period of time is strictly prohibited.

### Any utility interruption requests must be made at least 2 business days in advance.

### No resident or resident’s contractor is permitted at any time to place trash, debris, ladders, scaffolding, repair or painting supplies, drop cloths or other items in corridors or any other common area.