



## **NOTICE TO BOARD FOR OWNER UNIT CONSTRUCTION, ALTERATION OR IMPROVEMENT**

For owners undertaking any construction, renovation or repairs the following process should be followed to ensure that all required permitting is obtained and that the association is aware of any upcoming construction projects.

Important: The Castaway Cove Board of Directors and our Management Company are not involved or responsible for permitting of any construction or renovation activities by owners. Completing this form ensures the board is aware of any construction projects, that the owners are aware of their permitting obligations, and that your neighbors are aware of any upcoming construction projects. Please see the FAQ's regarding building permits on the City of Palm Bay website:

<https://www.palmbayflorida.org/government/city-departments-a-to-e/building-permits-inspections/building-permits-faqs>

We also encourage you to contact the City's Building Department directly with any questions: (321) 952-8924. Information about licensed contractors can be found on Brevard County's website:

<https://www.brevardfl.gov/PlanningDev/ContractorLicensingRegulationAndEnforcement/Trades>

The process to be followed is:

- The Castaway Cove Board of Directors and the Castaway Cove Condominium Association do not become involved in any required permitting. The unit owner is responsible for all permitting and inspections.
- The unit owner completes form: **NOTICE TO BOARD FOR OWNER UNIT CONSTRUCTION, ALTERATION OR IMPROVEMENT.**
- Prior to the start of a project, unit owner should obtain any permits required by the city, state or county.

Contractors are required to follow Castaway Cove Construction Procedures as found in the Castaway Cove Rules and Regulations (CCCA-007). Under these rules, contractors / homeowners are responsible for daily cleanup of walkways, stairs and common areas. Construction is only permitted between 8 AM and 5 PM, Monday – Saturday. Unit owner are requested to provide 24-hour courtesy call to the Board of Directors to schedule roof access.

Due to COVID-19, until further notice all workers must wear masks in common areas including but not limited to the lobby, elevator and walkways.



**CASTAWAY COVE CONDOMINIUM ASSOCIATION**

**NOTICE TO BOARD FOR OWNER UNIT CONSTRUCTION,  
ALTERATION OR IMPROVEMENT**

Owner Name \_\_\_\_\_ Owner Signature \_\_\_\_\_ Unit# \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

**As owner of the above described property, I/We submit the following for notice to the Board. I/We will be adding, changing or making repairs to the following:**

Description of work to be done: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This work includes the following:**

- Yes     No    Adding, moving, altering electrical
- Yes     No    Adding, moving, altering plumbing
- Yes     No    Removing the equivalent of one full sheet of drywall
- Yes     No    Installing HVAC or air handler
- Yes     No    Window(s) replacement
- Yes     No    Sliding Door replacement

If any of the above are checked "yes", a permit from the Palm Bay Building Department is required. Obtain permit application forms at [www.palmbayflorida.org](http://www.palmbayflorida.org)

Note: Examples of work that typically do not require permits: painting, removal and replacement of existing sinks, toilets, cabinets, countertops, hot water heaters, flooring, appliances and garbage disposals. For the installation of flooring (tiles, hardwood), for reduction of noise for downstairs neighbors, the board strongly recommends the installation of a sound dampening barrier.

For any other tasks, owners are recommended to contact the city for permitting regulations.

Who will be performing work: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

**CASTAWAY COVE CONDOMINIUM ASSOCIATION**

**NOTICE TO BOARD FOR OWNER UNIT CONSTRUCTION,  
ALTERATION OR IMPROVEMENT**

**Additional Information**

- Yes  No Copy of contractor's license attached  
 Yes  No Certificate of Liability Insurance attached

Other: \_\_\_\_\_

Submit this form to the board via email or postal mail:

Secretary Name Susan Connolly email CastawayCove-COA@Outlook.com

Phone: 865-924-4238 (text or voice message)

Address: 3901 Dixie Hwy NE, Unit #102, Palm Bay, FL 32901

**OWNERS ARE RESPONSIBLE TO OBTAIN ANY / ALL REQUIRED PERMITS for construction, alternations or improvements.**

**Identification of required permits is the sole responsibility of the unit owner. Failure to obtain required permits could result in a forfeit of damage / insurance claims filed with the board.**

**To schedule roof access, provide a 24-hour courtesy contact to the Board Secretary.**