Contractor & General Construction Rules

These rules apply to contractors and subcontractors performing work within individual units or on Association-maintained common areas. Owners and contractors are responsible for compliance with these requirements.

1. Licensing and insurance

All contractors and subcontractors must be licensed and insured. Current proof of insurance must be on file with the Community Association Manager before work begins.

2. Construction deposit

The homeowner must submit a $500 construction deposit before work begins. Upon completion, the deposit will be returned less applicable deductions for contractor-caused damage, cleanup or fines described in these rules. The deposit does not limit contractor liability. Charges exceeding the deposit must be paid to the Association within 14 days of written demand.

3. Authorized construction hours

Monday through Friday, 9:00 a.m. to 5:00 p.m. Weekend or after-hours work requires prior management approval, except for emergency repairs. Examples include active water leaks and electrical hazards that may cause a fire. Painting is not an emergency repair.

4. Property and unit access

Homeowners must notify management and security in advance of contractor visits. If the homeowner will not be present, written authorization and estimated work dates must be on file with management. Without advance authorization, management or maintenance will not grant unit access until the owner can be reached by telephone.

5. Parking, deliveries and equipment

Contractor vehicles must park in the northwest corner of the property. Equipment, materials and furniture must be transported using the service elevator located in the parking garage. Contractors must supply their own carts and dollies; Association luggage and grocery carts are reserved for owners and guests.

Site Rules & Construction Approvals

6. Dumpsters and debris

Construction dumpsters must be placed in the northwest parking lot with plywood underneath to protect the asphalt. Dumpsters must be covered and emptied when full. Non-construction debris must be disposed of in the condominium dumpsters; construction debris must be kept separate.

7. Daily cleanup and damage

Contractors must clean their work areas and affected common areas at the end of each workday. Walkways must be free of dust, footprints and construction debris. Failure to clean up will result in a minimum $100 daily fine deducted from the homeowner’s deposit, subject to applicable enforcement requirements. Additional costs may be charged when appropriate.

8. Building Committee approval

Written submission to and approval from the Building Committee are required before beginning any of the following work:

• Installation of permanent flooring on a unit balcony.

• Structural modifications or alterations.

• Modification or alteration of any Association-maintained portion of the condominium.

• Work that could jeopardize building safety or soundness, or impair an easement.

9. Hard flooring and sound barriers

All hard flooring must be permitted and installed in accordance with the City of Destin’s applicable sound-barrier requirements. The owner and contractor are responsible for obtaining the required permit and installing the required sound barrier.

10. Permits

Owners and contractors must obtain all required permits before commencing work requiring a permit. Copies must be submitted to management before such work begins. Association approval does not replace required governmental permits or inspections.

Exterior Work & Pre-Construction Checklist

11. Exterior building envelope penetrations

Any penetration of the exterior building envelope, including exterior walls or the roof, requires prior Building Committee approval under Section 8. The Association will provide an approved penetration specification upon request for approval, and that specification must be followed. The approval request must include a proposed diagram showing the routing of pipes or conduits to the opening for Building Committee review.

12. Distribution and acknowledgment of rules

Before work begins, the homeowner must provide these rules to the contractor and obtain a signed acknowledgment. If a general contractor is retained, the homeowner need only provide the rules to that general contractor. Contractors must distribute these rules to all subcontractors before their arrival. A signed acknowledgment must be on file with management before any contractor begins work.

Pre-construction checklist

Use this checklist to confirm applicable requirements before work begins. Mark items not applicable as N/A.

____ Contractor licensing and current insurance confirmed.

____ $500 construction deposit submitted.

____ Management and security notified of anticipated work dates.

____ Written unit access authorization provided, if needed.

____ Building Committee approval obtained, if required.

____ Required permits submitted to management.

____ Hard flooring sound-barrier requirements addressed, if applicable.

____ Exterior penetration specification and routing diagram approved, if applicable.

____ Contractor acknowledgment signed and subcontractors informed.

Management contact

Richard Rouse, CAM
Community Association Manager
850-332-2335 | rrouse@virtuousmg.com

Owner & Contractor Acknowledgments

Unit number: _____ Anticipated work dates: _____

Project description: _____

_____

Homeowner acknowledgment

I acknowledge that I have read and understand the Contractor & General Construction Rules of Inlet Reef Club Condominium. I agree to ensure that my contractor(s) comply with these rules and acknowledge the applicable deposit deductions, charges and enforcement provisions described herein.

Homeowner printed name: _____

Homeowner signature: _____ Date: _____

Phone / email: _____

Contractor acknowledgment

I acknowledge receipt of these rules on behalf of the contractor or company identified below. I agree to comply with these rules and to provide them to all subcontractors before their arrival on property.

Contractor / company name: _____

Authorized representative: _____

Contractor signature: _____ Date: _____

Phone / email: _____

Permit information

The City of Destin Building Division can provide current permit, inspection and final approval requirements. The original City permit brochure is included as a reference in the following appendix; confirm current requirements directly with the City before starting work.

Receive Permit

Plans that you have been approved for a permit, you have legal permission to start construction. A fee, based on the size of the job, is collected to ensure the cost of the application, the review, and the inspection process. An experienced code official is available through our fee process should you have any questions concerning your project. You should consider your code official an ally who will help make your project a success.

Job-Site Visits

On-site inspections will be required to make certain that work conforms to the permits, local codes, and plans. Again, you will have access to the expertise of the code official to help you with questions or concerns regarding the project and to maintain potentially costly mistakes. The code official will let you know approximately how many inspections and by when to expect your project. A series of phone calls should be made to the inspector to make certain if the inspection will be required.

Final Approval

The code official will provide the necessary close-out documentation to complete your job as compliance is determined. You will then have the personal satisfaction of a job done right. Enjoy your new surroundings with peace of mind.



When is a permit not required?

General handyman type work usually does not require permitting, examples are:

- **Building**—Pressure washing, caulking, painting, sheetrock patch and carpentry work such as trim.
- **Plumbing**—Replace fixture washers, minor home elements, cleaning of sewer lines, replace and repair sink traps.
- **Mechanical**—Replace window A/C units, A/C filters or changing air filters and air conditioning hose.
- **Electrical**—Replace existing switches and receptacles (no new elements).

If you are uncertain if a permit is required, please don't hesitate to call us.

CITY OF DESTIN
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION
Mailing Address: 4200 Indian Bayou Trail (City Hall)
Destin, FL 32541
Physical Address: 1250 N. Dety Drive (City Annex)
Destin, FL 32541
Phone: 850-654-0100
Fax: 850-654-9601
WWW.CITYOFDESTIN.COM

DO I NEED A PERMIT FOR MY PROJECT?



CITY OF DESTIN BUILDING DIVISION

The Benefits of Building Permits

The truth is, building permits are very beneficial to you and your community. By working with expert code officials, you will benefit from their knowledge of building codes to ensure your construction project is built right, will be safe, and will last. You can have peace of mind that it will conform to the applicable and basic laws that need to be met and legally.

APPLICATIONS AND PERMITS ARE REQUIRED FOR:

Any owner or contractor who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact resistance covering or, finishes, and architectural or plumbing systems, the installation of which is regulated by the Florida Building Code. This includes individual structures, Single Family Homes, Duplexes, Townhouses, Condo Units, Commercial Buildings and non-building structures, accessory buildings, driveways, walkways, retaining walls, fences, bulkheads, seawalls, marine docks/piers, boatlifts, etc., beach dune crossovers, clearing and grading, etc.



There are different permit applications based on your type of project. The permit applications packets we have are as follows:

New Commercial Building/Construction
New As-Built (For Residential (Condos, Apartments, Townhomes, Duplex)
New Single Family Dwelling
Building Addition
Exterior Renovation / Build Out
Accessory Structures (Deck, Storage Building, Pergola, Gazebo, Arbors)
Mobile Home Demolition
Fence, Walls, Gates
Demolition
Clearing / Grading / Fill / Tree Removal
Driveway
Walkways / Decks / Patios
Seawall / Seawater Retaining Wall Bulkheads
Temporary Event
Temporary Const. Trailers
Pool
Spa
Docks / Lift / Boatlifts
Outdoor Kitchen / With Electrical Permit App.
Masonry / Driveway / Fence / Siding
Marine Construction – Bulkhead, Sea walls, Docks, Piers, Piles, Boatlifts, Boat Ramps, Boat Storage, etc.
Residential Re-Roof
Commercial Re-Roof
New Roof
Covered (Attic Insul)

Trade Applications Include: ELECTRICAL, MECHANICAL, GAS, AND PLUMBING.

Permit applications can be found online at www.cityofdestin.com or from the Building Divisions located at *Destin City Hall Annex.*

THE SIMPLE PERMIT PROCESS

Talk to your code official

Your code official can be your partner in the success and will help you avoid potential problems that could cost you time and money. You will be asked some basic questions (What are you planning to do? Where?), advised of any requirements, and, if necessary, referred to other divisions for their approval. The code official will provide you with concerns and information such as the completion time, applicable building codes.

Submit application

Once you have an understanding of what is required by all divisions involved, you are ready to make application for a permit. At this stage you will indicate on the "Who, What, When, Where, and How" of the project, along with any drawings or plans of the proposed work. Walk throughs, "same day" permitting, available for Tuesdays – Thursday / Friday.

Review application

The code official will review your application and plans to applicable to determine if your project is in compliance with local requirements. If your application and plans meet those requirements, a permit is issued. If not, the code official may suggest solutions to help correct the problems.

