

RENOVATION/ALTERATION CHECK LIST

Fairbanks Terrace

All work within a condo that pertains to electrical, drywall, plumbing must have a permit which includes a change to the kitchen or the bathrooms. A licensed and insured contractor is required for these jobs.

If you are replacing flooring and you own on the 2nd floor, you must use soundproofing if you are not installing carpet. The soundproofing is required under all tile, wood or laminate flooring.

When a permit is required the association must provide approval prior to the permit request and all specifications on the job to include all the paperwork that will be turned into the City is required to the Association for approval. The turnaround time can be up to 2 weeks to provide approval with a licensed and insured contractors. When a resident wishes to make a change to their apartment, they should first check with the City of Pompano to see if a permit (954.786.4669) is needed and also let the Board know about the project.

The working hours are Monday to Friday from 8:00 AM to 5:00 PM. All catwalks and materials must be cleaned and removed off the property. Windows and doors must remained closed at all times during the construction.

Please note: If you are disposing of furniture or any item that is too big to go into the trash bin, you will need to contact the City for them to assess a price and pick up (Thursdays only). It will be a 2 week process. The procedure:

- Call Jessica in Bulk Pickup at 954.786.4997. Ask her the time frame.
- Or email her at bulk@copbfl.com. Include a photo of what you are disposing of and your address/phone #.
- She will give you a price by email
- You must go down to the City and pay (cash/check/credit card). She will let you know when to put the item/s out
- Put out the night before (Wednesday).

Dated 3/6/23