



Townhome Association **Construction/Remodeling Requirements**

Townhome Residents:

Please refer to the construction/remodeling requirements below if you intend to do any work in your unit. **Please contact the management office first** as they can assist with what direction you may need to go as far as if a permit may be required or if you may need a licensed contractor to perform certain work.

**Please note: if you intend to do any work to the exterior of your unit, you must obtain management/Board approval first!*

Please provide the following to the Management office:

- **Full scope of work** detailing what work is being completed.
- **Certificate of Insurance (COI)**
 - The Coromandel Townhome Association, Your Full Name and Address should be listed as the Certificate holder (*this covers you as a homeowner should a vendor cause any type of damage in your unit*)
 - The Management Company, Property Manager, Assistant Manager and any and all employees and agents as well as the Coromandel Townhome Association and the Board of Directors for the Coromandel Townhome Association should be listed under *Additionally Insured*

****Please note:** If you plan to do work yourself or with a family member/friend, you must provide proof of your own homeowner's insurance in lieu of the COI from a chosen vendor.

Licensed Contractors:

- For any electrical work such as replacing/installing lights fixtures, replacing/installing outlets, you will need a **licensed electrician** (*per the Village of Deerfield's requirements*)
 - A copy of the electrician's license must be submitted to management (if on the exterior of your unit)
- For any plumbing work such as replacing valves, installing a new shower cartridge, you will need a **licensed plumber** (*per the Village of Deerfield's requirements*)
 - A copy of the plumber's license must be submitted to management
 - If you are moving a drain or doing any structural changes, you **MUST** go to the Village of Deerfield first to inquire if a permit is necessary.

Coromandel Management

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