

# The Elm at Clark Condominium Association

1122 N Clark Street, Chicago, IL 60610

## PROCEDURES FOR UNIT CONSTRUCTION INSPECTION

All pertinent documents must be submitted to the management office and recorded before the Board will review the construction proposal for approval. This includes a copy of the Construction Rules and Regulations, signed and dated by the Contractor and the Unit Owner. All security deposits and fees must be received by the management office prior to the start of construction.

Both the Chief Engineer and the Board must formally approve the construction proposal prior to the start of construction.

The Chief Engineer will conduct inspections at every stage of the remodeling or construction project. The Contractor or Owner of the Unit must contact the Management office to schedule each inspection. The subsequent construction phase is not permitted to begin until the Building Engineer has signed off that all construction completed in the prior phase adheres to the Construction Rules and Regulations.

Installation of any wood, wood laminate or tile flooring in any unit is to be divided into three distinct phases:

- 1) Installation of cork or other board-approved flooring material;
- 2) Installation of the appropriate plywood base for wood floors; and
- 3) Installation of the actual flooring material to insure that proper spacing exists between the edge of the floor and the walls of the unit or building exterior. See illustrations in Constructions Rules for details.

Especially important in the installation of wooden floors is to provide proper ventilation when finishing or re-finishing any flooring so as to keep the fumes from entering the common areas. Maintenance may be contacted for proper procedures to follow.

There will be an inspection at the end of each phase before the next phase may begin. The third phase inspection must be completed before any molding.

If the contractor fails to have the inspection at any phase, or disregards the content of this notice, the owner may be subject to forfeiture of the Construction Deposit and possible fines.

Unit Number: \_\_\_\_\_

Unit Owner Signature/Acknowledgement: \_\_\_\_\_

Printed Name of Unit Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature/Acknowledgement:	_____
Printed Name of Contractor:	_____
Date:	_____