

## REGULATIONS FOR INTERIOR MODIFICATIONS

11-18-2015

Interior Modifications, renovations or changes to a unit are defined as the process to make the form, nature, content of something different from what it is or would be if left alone. To restore, transform or convert to new or better condition.

1. All work must be in adherence to current local and state construction codes.
2. As per Monroe Township, the Unit Owner is responsible to obtain the necessary permits that are required by Monroe Township. Permits are required for all Structural, Electrical, and Plumbing changes or installations. There is information on the permit application that must be filled out by the contractor so the contractor may elect to fill out and file the permit application with Monroe Township for the unit owner.
3. Any Unit Owner wishing to renovate or change their Unit must do so in writing, using the Architectural Review Application.
4. The CCA Board does not recommend or take a position regarding the Unit Owner's choice of contractor but the contractor must be licensed and insured.
  - a. The Contractor must submit a Certificate of Insurance with CCA and Section Associations listed as additional insured.
  - b. The Contractor must submit a copy of their NJ License or State of NJ license number.
5. Types of interior renovations or modifications that require a CCA application can be but are not limited to:
  - a. Kitchen/Bathroom cabinet or counter top relocations
  - b. Sink, toilet and shower removals and relocations
  - c. Drywall removal and reinstallation
  - d. Interior wall or load bearing wall removal
  - e. Subflooring replacements
  - f. Hot Water Heater excluding emergencies (still requires Monroe Township permit)
  - g. Electrical work excluding emergencies (still requires Monroe Township permit)
  - h. Plumbing work excluding emergencies (still requires Monroe Township permit)
6. Types of interior renovations or modifications that do not require a CCA application can be but are not limited to:
  - a. Painting interior walls
  - b. Installing new carpeting or flooring
  - c. Same for Same replacements – these are installations or changes where one item is changed out for another and installed in the exact same place. Some examples are, but are not limited to:
    - i. Supply line replacement
    - ii. Faucet/Shower head replacement
    - iii. Drain Replacement
    - iv. Toilet Replacement
    - v. Thermostat Replacement unless wiring needs changing
    - vi. Light switch/outlet replacement
    - vii. Fixture replacement (light or fan)
    - viii. Electric Baseboard (must be same size as what is replaced)

**It is for your safety and the safety of your neighbors that you adhere to these rules.**