

COLONIAL SQUARE COOPERATIVE PERMIT FOR INSTALLATION/ALTERATION

Name: _____ Address: _____ Date Issued: _____

Your request for wall mounted mail slot has been approved under the conditions and specifications of this permit, and the Installation/Alteration Request you submitted. You may proceed as soon as you return to the office a signed copy of this permit agreeing to all the specifications and responsibilities (a copy is included for your records). Please remember to contact the office and arrange for inspection(s) as outlined in this permit.

Prior to beginning the alteration/installation, the member(s) must call the office and schedule an inspection to determine if the structural or other conditions of the area are acceptable for the planned alteration/installation.

Please note the permits listed below may be required and must be obtained from the City of Ann Arbor Building Department.

Building Permit Required	Yes___	No___
Zoning Permit Required	Yes___	No___
Electrical Permit Required	Yes___	No___
Mechanical Permit Required	Yes___	No___
Plumbing Permit Required	Yes___	No___

Section I: Alteration/Installation Requirements

1. The alteration/installation must be performed in accordance with all local and prevailing codes AND any specifications which may be *attached* and/or outlined in this permit.
2. The alteration/installation must be completed in accordance with the manufactures specifications.
3. The completed alteration/installation is to be inspected by management and confirmed in writing to be up to cooperative standards. If the installation/alteration is not in compliance and/or is of poor quality the member(s) will have approximately two weeks to remedy the problems and/or restore the area to its original condition at their expense.
4. When alteration/installation is being performed by a contractor, the contractor must have liability and workers compensation insurance. **A copy of all insurances must be provided to the office prior to the work being performed.**
5. If using the services of a licensed and insured contractor you must follow the Michigan Construction Lien Act 497 of 1980. Information and forms are available at the office.
6. Additional specific requirements, such as requirements for using a licensed contractor, may be included and must be followed (see Section VI).

Section II: Continuing Member Responsibility

1. **The alteration/installation must be removed and the area restored to its original condition at the current members expense**, if the member(s) fails to maintain its appearance, safeness, and structural soundness. All expenses incurred in the assembly, maintenance, repair or removal of the alteration/installation shall be the responsibility of the current member(s) of record. This includes any repairs, which could result from the cooperative's need to access any part of the alteration/installation area.

Section III: Cooperative Responsibility

The maintenance and service of the alteration/installation is the sole responsibility of the current and any future member(s). The cooperative will only be responsible for necessary repairs resulting solely from **negligent** damage by the cooperative's staff or its contractors during a non-emergency situation where no repairs or access was necessary. In no event will the cooperative be responsible for any damage to the personal belongings or alteration/installations of the resident, which may be damaged by water, sewer, or other systems failures.

Section IV: General

1. The requested alteration/installation must be completed within six months of the cooperative approval. If the work is not completed within the period, the member(s) must resubmit their request.
2. The member(s) is responsible for contacting the cooperative office within 2 weeks of the completion of the alteration/installation to arrange for the final inspection. It is the responsibility of the member(s) to schedule the cooperative management's pre-installation and post-installation inspections as well as any building or mechanical or electrical inspections required by the city. A copy of completed building, mechanical, plumbing and/or electrical permits must be submitted to the office.
3. The member(s) must sign a copy of the final Installation/Alteration permit when issued to indicate understanding and compliance with the conditions and specifications. The permit must be returned to the office with any other supporting documentation before work can begin.

Section VI: Special Requirements Section

Board of Directors and management reserve this section for any special requirements.

A licensed and insured contractor must perform the installation of wall mount mail slot.

I AGREE TO THE ABOVE SPECIFICATIONS/CONDITIONS:

_____ (Signature)

_____ (Signature)

Date: _____

(All members of record must sign permit)

For Office Use Only

Date of pre-inspection _____. Inspector: _____

Date of interim-inspection _____. Inspector: _____

Final Inspection: The installation was inspected on _____ and found to comply with the installation specifications.

Attachments: Proof of contractor's insurance, all completed plumbing, building, mechanical, and/or electrical permits and any other applicable documents.

THIS PERMIT AND ALL RELATED INFORMATION IS TO BE PLACED IN THE TOWNHOUSE FILE AND BECOME PERMANENT DOCUMENTATION