

Alteration Form Requirements

(A partial list of requirements When making any change outside your residence)

1. Either download the printable alteration form from this website or use the fillable form before downloading. Forms may also be obtained at FirstService Residential office or the kpscc.com website.
2. All work requiring an alteration form and technical expertise must also include proof that the contractor has the appropriate license for the work being performed and is insured. Copies of these items should be submitted with the alteration request.
3. If the contractor is on the approved contractor list, in the appropriate category for your needs then proof is not needed.
4. Windows and doors replacement requires a manufacturer description and written proposal. Windows and doors must meet the county code on Hurricane strength and a county permit is required by ordinance.
5. All work in the limited common area requires a description of the work along with a graphic drawing showing area of the work to be completed. The form has a building drawn on the back that may facilitate the drawing or a separate drawing may be submitted.
6. Ask neighbors that may be affected by your proposed alteration to sign the back of the request form in the appropriate space. Must have at least two neighbors sign the form.
7. A request that requires any digging in the ground will require an irrigation check and must be approved by the Master Association. If you plan to dig contact the area wide utilities hot line **Sunshine Locators at: 811 or 1-800-432-4770** and ask for an inspection and approval to dig, there is no cost.
8. Submit the completed alteration request to the Building POC, Bill Piper at 2016 Heathfield, leave on table under the small box or place in the box on front patio. Alternately, you may scan and email to bpiper941@gmail.com.

December 14, 2021