

OCEAN PARK OWNERS' ASSOCIATION, Inc.

Architectural Review Committee (ARC)

Revised 4/14/22

Typical Permit/Inspection Process

Our Condominium documents require written consent from the Association to make any structural addition or alteration. If you are replacing any door, window, or shutter, send a picture for preapproval to www.cloverkeyinc.com along with the attached form with Section 1 completed.

1. Owner selects product and has installer measure before ordering.
2. Owner sends picture of the product and attached ARC with Section 1 completed to www.cloverkeyinc.com for pre-approval of the Association.
3. Owner receives approval of ARC Section 1 from Association.
4. Owner purchases product.
5. Contractor/owner pulls the permit, installs product, and contacts City for inspection.
6. Owner sends ARC with Section 2 completed, permit, and Inspection Affidavit to www.cloverkeyinc.com.
7. Association sends final approval of ARC Section 2 to owner.

City Permits Required:

This list is not all-inclusive. When in doubt call the City of Cape Canaveral (321-868-1222).

- Exterior Doors/Windows/Shutters (pictures sent to www.cloverkeyinc.com for preapproval of the Association.
- AC Handler
- Cutting of any wall, partition, portion (or removing any wall or portion of wall that has electrical or plumbing).
- Addition/alteration/replacement/relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil waste, vent or similar piping, electric wiring system or mechanical system.
- Resource:
https://www.cityofcapecanaveral.org/government/city_departments/community_development/faqs.php

Please Note:

Debris must be removed by the Contractor and cannot be placed in the community dumpster. All work by contractors must be done Monday through Friday 8:00AM and 6:00PM.

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The owner will complete and return Section 1 to the Association prior to purchasing the product to be installed. Final Approval - Section 2 must be returned it to the Association, along with the permit (if required) and Inspection Affidavit from the City upon completion of the project.

Section 1 - Pre-Approval

Owner _____ Unit Number _____

Who will be doing the work? Owner or Licensed Contractor (circle one)

Description of work to be performed: _____

Describe product being installed (picture attached):

Approximate time table when work will be done: _____

Contractor _____

(Must be registered in Brevard County to get a permit.)

Phone _____ Contractor License Number _____

Is a permit required for this project? Yes or No (circle one)

Unit Owner Signature: _____ Date: _____

Board of Directors Signature: _____ Date: _____

Pre-Approved _____ Not Pre-Approved _____

Section 2 - Final Approval

Unit Owner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

Board of Directors Signature: _____ Date: _____

Approved _____ Not Approved _____

Permit (if required) has been verified with the City of Cape Canaveral: Yes or No

The required Permit and Inspection Affidavit by the City has been filed with the Association. Yes or No