

**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.cloverkeyservices.com](http://www.cloverkeyservices.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.cloverkeyservices.com](http://www.cloverkeyservices.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.cloverkeyservices.com](http://www.cloverkeyservices.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.cloverkeyservices.com](http://www.cloverkeyservices.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](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 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 timetable 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