

**GULF TO BAY HOME IMPROVEMENT APPLICATION FORM (Rev. 5/1/2024)**

**Note:** All out-of-park contractors or handymen must be insured and must be licensed with Charlotte County Building Department.

Address: \_\_\_\_\_ Owner(s): \_\_\_\_\_

Proposed work: \_\_\_\_\_

\_\_\_\_\_

**PLEASE READ ALL THE RULES AND PROCEDURE TO COMPLETE THE HOME IMPROVEMENT REQUEST**

**Drawings attached?** Yes \_\_\_\_\_ No \_\_\_\_\_ Dimensions \_\_\_\_\_

Who will perform the work?

Owner: \_\_\_\_\_

Licensed Contractor: \_\_\_\_\_

Other: \_\_\_\_\_

Approximate start date: \_\_\_\_\_

Notification of adjacent neighbors is required. Please advise the names and addresses of the neighbors you contacted and include any comments/objections:

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

**Any architectural plans must be submitted to the Board for review and approved. ONCE THE BOARD HAS APPROVED THE SUBMITTED PLANS, ANY MODIFICATION OF THE ORIGINAL PLANS MUST BE RESUBMITTED TO THE BOARD FOR APPROVAL BEFORE ANY WORK IS STARTED. ANY WORK STARTED OR COMPLETED BEFORE APPROVAL WILL HAVE TO BE REMOVED, WITH NO EXCEPTIONS.**

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

On this date \_\_\_\_\_, the Board reviewed and ( ) approved ( ) denied your request. **If approved, this does not alleviate the need for the building or zoning permits. Obtaining these building or zoning permits is your responsibility. A copy of all permits must be submitted to the GTB office and owners are responsible for posting county permits and approved Home Improvement Requests on the outside of their unit prior to the commencement of any work.**

Building Committee Recommendations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Board President: \_\_\_\_\_ Date: \_\_\_\_\_

BOD Comments: \_\_\_\_\_

\_\_\_\_\_

BOD Approval Initial \_\_\_\_\_ (Yes / No) \_\_\_\_\_ (Yes / No) \_\_\_\_\_ (Yes / No) \_\_\_\_\_ (Yes / No) \_\_\_\_\_ (Yes / No) \_\_\_\_\_ (Yes / No)