

## REGULATIONS FOR INTERIOR MODIFICATIONS

March 22, 2023

Interior modifications, renovations or changes to a unit are defined as the process to make the form, nature, or content of something different from what it is or would be if left alone. To restore, transform or convert to new or better condition. All work must be in adherence to current local and state construction codes. Any and all contractors are required to be State Licensed and Insured. **The Section must be notified in writing of ALL proposed interior work as noted in your Master Deed and By-Laws.**

1. As per Monroe Township, the Unit Owner is responsible to obtain the required permits for Structural, Electrical, and Plumbing changes or installations. Your contractor may elect to fill out and file the permit application with Monroe Township for the unit owner as their full name of business, address and license number is required.
2. Types of interior renovations or modifications that require a CCA application can be but are not limited to:
  - a. Kitchen/bathroom cabinet or counter top relocations
  - b. Sink, toilet, tub and shower removals and relocations
  - c. Interior wall or load bearing wall removal
  - d. Subflooring replacements
3. The following require a CCA application along with a Monroe Township permit. If emergency installs or work is done, it does not negate the requirements of an application or permit.
  - a. Water heater replacement (**installation of a leak breaker is strongly recommended to prevent possible flood damage from a leaking water heater**)
  - b. Any and all electrical work (excluding light fixture replacement)
  - c. Any and all plumbing work
4. Types of interior renovations or modifications that do not require a CCA application but should be done by a licensed and insured contractor can be but are not limited to:
  - a. Painting interior walls
  - b. Installing new carpeting or flooring
  - c. Drywall removal and reinstallation
  - d. Installing shelving systems
  - e. Replacements – these replacements must be same for same (one item is replaced with the same but newer item in the same place).
5. The unit owner is responsible for any damage made to common property.

**It is for your safety and the safety of your neighbors that you adhere to these rules.**