



# ROSSMOOR

WALNUT CREEK

## ALTERATIONS IN ROSSMOOR

### What is an alteration permit agreement?

An Alteration permit agreement is an authorization from your Mutual to make architectural, structural, electrical, plumbing or aesthetic changes to the interior or exterior of your manor.

### Why do I need an alteration permit?

The alteration permit clearly defines the work you are requesting for review by staff and your Mutual board of directors, and also, for the purposes of disclosure at the time of resale. This process protects the owner's property values and defines the maintenance and repair responsibilities of the alteration.

### Who has to apply for a permit?

The owner of record must apply for the permit

### Can prospective buyers apply for a permit?

No, only the owners of record listed with the Golden Rain Foundation are allowed to apply

### Can the Owner of Record do the work?

Only, if the Owner of Record is recognized as a contractor currently licensed in good standing with the State of California with the applicable license(s) and certificate of liability insurance.

### Who authorizes alteration permits?

Your Mutual Board. Initially, Mutual Operations staff will review all alteration requests. If there is a question or concern, MOD may contact you, your contractor or architect for clarification. Proposals are then forwarded to the applicable Mutual Board for review.

How long does it take to get a permit?

Depending on the type of alteration, it can take anywhere from several days up to thirty days to process if additional information is requested by your Mutual board. If approved, MOD will mail an approval letter on behalf of the Mutual.

How long is the permit good for?

Once approved and the permit fees received at MOD, the permit is good for a period of six (6) months. Unless an extension is requested in advance and approved by the Mutual, the permit will become null and void. The owner of record will then have to re-apply with the applicable fees imposed.

What are the alteration permit fees?

The alteration permit fee covers the cost of staff review, site and construction inspections as applicable and administrative support.

Does the city of Walnut Creek require a permit?

Most alterations require a permit from the city. A determination will be made at the time of application review. If required, the city will not issue a permit to the owner or owner's contractor without an approval letter from your Mutual.