

# **ALTERATIONS CHECKLIST**

## **For Interior work:**

- **Detailed Scope of Work (Contractors)**
- **Floor plan – Showing location of alteration(s) and structural plan as needed**
- **Contractor's License and Insurance\*\* (See Insurance Requirements)**
- **Electrical Load Calculations**  
(For Appliance Replacement/Addition – Washer/dryer, lighting (LED) )

## **For Exterior work:**

- **Detailed Scope of Work**
- **Floor plan – Showing location of alteration(s) and when applicable, Architectural drawings based on the proposal. Pictures of the alteration site.**
- **Contractor's License and Insurance\*\* (See Insurance Requirements)**
- **Neighbors signed consent –To be determined by the Director**
- **Verify material standards with Mutual Manager**  
(Trim, siding, stucco and paint)
- **Picture and/or color of proposed product**  
(Door style, window frame, skylights, shades, tile)

**\*\* THE MUTUALS (HOAs) MUST BE LISTED AS CERTIFICATE HOLDER AND ADDITIONAL INSURED WITH AN ENDORSEMENT LETTER TO WORK IN ROSSMOOR**