

# ALTERATIONS CHECKLIST

## INTERIOR:

DETAILED SCOPE OF WORK

FLOOR PLAN- LOCATION OF ALTERATION(S)  
INDICATED-STRUCTURAL PLAN AS NEEDED

CONTRACTOR-LICENSE # -INSURANCE\*\*

ELECTRICAL LOAD CALCULATIONS\*

(\*i.e. APPLIANCE REPLACEMENT/ADDITION-WASHER/DRYER)see attached

## EXTERIOR:

DETAILED SCOPE OF WORK

FLOOR PLAN/SITE PLAN -LOCATION OF ALTERATION  
INDICATED. AS APPLICABLE, ARCHITECTURAL DRAWINGS BASED ON  
THE PROPOSAL. PICTURES OF THE ALTERATION SITE

CONTRACTOR- LICENSE # -INSURANCE\*\*

NEIGHBORS SIGNED CONSENT  
TO BE DETERMINED BY THE DIRECTOR

VERIFY MATERIAL STANDARDS WITH MUTUAL  
MANAGER (i.e. TRIM, SIDING, STUCCO AND PAINT )

PICTURE AND/OR COLOR OF PROPOSED PRODUCT  
(i.e. DOOR STYLE, WINDOW FRAME, SKYLIGHTS, SHADES, TILE )

**\*\*NOTE:MUTUALS 1, 2, 3, 4, 5, 8, 22, 28, 29, 30, 48, 56, 58,  
59,61, 65, 68 & 70 MUST BE LISTED AS ADDITIONAL  
INSURED WITH AN ENDORSEMENT LETTER FOR ANY  
WORK IN ROSSMOOR (INSURANCE MUST BE CURRENT AND UP  
TO DATE AND SUPPLIED BY CONTRACTOR WHEN APPLYING EACH  
TIME)**