



Exterior Property Alterations Request

All outside additions or renovations must have Board of Director or Management approval prior to commencement of the project.

This includes, but is not limited to, exterior painting, room additions, utility rooms or extensions, carport extensions (not to exceed 36"), tree/shrub planting, cement work or any major electrical or plumbing work. A sketch of the work planned must accompany the request.

The Resident is responsible for complete plans or permits for anticipated alterations showing compliance with Community Standards, City of Pinellas Park Building and Zoning Codes and other restrictions of record.

- **Unit Owner must complete an Exterior Alterations Request Form for approval prior to commencement of work.**
- **The unit owner is responsible to obtain and meet Pinellas Park requirements for Permits.**
- **If a permit is required, work CANNOT begin Until Permit is Received in the Office.**
- **Failure to obtain project permit when needed may result in a Stop Work Order issued by the City of Pinellas Park.**
- **No Changes or Amendments to project can be made after Committee/Management approval.**
- **Project must be completed within 60 days of notification of approval.**

CONTACT INFORMATION FOR PERMITS

City of Pinellas Park Building Development Division
6051 78th Avenue N.
Pinellas Park, FL 33781
Phone: (727)369-5647
Website: <http://www.pinellas-park.com>

PLEASE TURN OVER TO FILL-OUT YOUR EXTERIOR ALTERATIONS REQUEST 



Lot #: _____

Exterior Property Alterations Request

Name: _____ Date: _____

Address: _____

Email address: _____ Phone #: _____

I Request Permission to Alter My Property in the Following Manner:

Plan/Sketch Attached: Yes: _____ No: _____ Estimated Cost of Project: _____

Contractor Name: _____

Resident Signature: _____ Date: _____

----- **BOARD OF DIRECTOR USE ONLY** -----

Approved: _____ Denied: _____ Referred to Board for Review: _____

Approved pending receipt of permit in office: _____

Cmte Mbr/Mgr Signature: _____ Date: _____

Decision Communicated to Homeowner: _____ Date Communicated: _____

In Person: _____ By Phone: _____ Cmte Mbr/Mgr Initials: _____

----- **PERMITTED PROJECTS** -----

Date Permit Received in office: _____

Permit Receipt Communicated to Homeowner:

In Person: _____ By Phone: _____ Copy Given to homeowner: _____

Cmte Mbr/Mgr Signature: _____ Date: _____