

# **METRO MANAGEMENT**

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**DEVELOPMENT, INC.**

42-25 21st Street ■ Long Island City, NY 11101 ■ 718-706-7755 ■ Fax: 718-706-7760

■ CO-OPS ■ CONDOMINIUMS ■ MITCHELL-LAMA

## **NOTICE TO ALL RESIDENTS APPLYING FOR APARTMENT ALTERATION**

The pride that comes with living in this community carries with it a number of responsibilities, not the least of which is ensuring that all work done within your apartment is done properly and in compliance with the rules of the Building Department as well as the corporations House Rules. Please read the enclosed materials carefully and ask the professionals and contractors working for you to do so as well.

The rules set forth in this agreement have been created to protect you and your fellow shareholders, as well as the cooperative. In addition, this procedure ensures that licensed contractors will be used to perform critical work and that the work will be done in accordance with the building codes of the City of New York. All shareholders seeking to renovate their units will be required to complete the alteration agreement and to obtain Board approval prior to commencing any work.

Incomplete packages will not be reviewed and will be returned to you. No exceptions to the alteration agreement policy will be granted as all work done in the building which requires outside labor, or the use of heavy items through the building, can cause both damage to the cooperative property and a disturbance to other shareholders.

Before settling on any specific plan, please read the attached guidelines carefully. If you understand the Corporation's rules and policies you will save yourself days, weeks or possibly even months of frustration. We supply you with the following information so that you have an understanding of the filing requirements as promulgated by the New York City Department of Buildings. Apartment Alterations:

When proposed work includes wall removal or partitions (original construction or previously filed wall construction), whether load bearing wall or not, filing an Alteration Type II Application is required by the City and a Work Permit must be obtained by the Contractor. ***This process requires that the shareholder retain the services of a NYS licensed architect or engineer.***

Minor work such as renovating an existing bathroom or kitchen, where the existing structure of the rooms is not being changed, may be performed without obtaining a Work Permit from the New York City Department of Buildings. When plumbing work is included in the scope of work (such as to replace the existing branch water, drain and vent piping back to the risers), the work shall be filed by a NYC licensed plumber with the NYC Department of Buildings. The plumber must furnish a statement and receipt that they have filed with the Department of Buildings for plumbing work being done to the apartment. This type of filing for minor work does not require an architect or engineer.

There is a limit, however, imposed by the City on the value of work that may be filed in this manner, per building, per 12 month time period. The amount of work cannot exceed \$14,500.00 per 12 month period. When electrical work is performed and includes replacing the existing circuit breaker panel, or installing new circuits to the existing panel, a separate permit is required from the NYC Bureau of Electrical Control (BEC). This permit is obtained by a NYC licensed electrician. Upon completion of the work, an inspection is made by a City inspector and a Certificate of Electrical Inspection and Approval will be issued if the completed work

meets code. No current apartment alterations should require filing an Alteration Type I application (which requires amending the Certificate of Occupancy), unless there is a change in use of a space, such as from professional apartment to residential apartment. This is not a frequent occurrence. Amending the Certificate of Occupancy is a major process that can subject the cooperative to intense inspections, sometimes precipitating the need for extensive work to correct violation conditions.

Please contact management if you should have any further questions or comments.

Very truly yours,

Metro Management Development Inc.

ALTERATION AGREEMENT  
Hyde Park Owners Corp.  
CHECK LIST

Shareholder: \_\_\_\_\_

Apartment address: \_\_\_\_\_

**Check list of documents to be submitted for approval**

- ( ) Executed and Notarized Alteration Agreement;
- ( ) Executed and Notarized Fine and Fee Schedule;
- ( ) Executed Insurance Rider to Alteration Agreement;
- ( ) Executed and Notarized Contractor Agreement (the Second Rider to Alteration Agreement);
- ( ) Sketch of the work being proposed (if appropriate), indicating dimensions and layout;
- ( ) Copy of the executed contract with contractor with a full job description of work to be completed. Please white out the amount of the contract only;
- ( ) Copy of all Contractors' Licenses;
- ( ) Insurance Certificate(s) for all Contractors.
- ( ) Money Order or Certified Check payable to Hyde Park Owners Corporation in the amount of \$500.00 for the Alteration Deposit and Processing fee. Upon satisfactory completion of the alteration/renovation with no damage to other apartments and/or the Corporation's property, the Corporation will refund \$250.00.

Pictures of apartment will be taken before any renovations have started. Please call the office to make the pre inspection arrangements.

Renovations will not be considered and/or approved if the shareholder is in arrears.

No work is to be commenced until permission has been granted by the Corporation and all required permits have been issued. Premature commencement of work shall be deemed a breach of the Proprietary Lease and House Rules and will result in a fine \$1,000 and possible legal action.