



mtca

# APPLICATION FOR CONSTRUCTION

UNIT: \_\_\_\_\_ Start date of construction: \_\_\_\_\_ Anticipated completion date: \_\_\_\_\_

Note: If project is not complete on the anticipated date a request for a time extension must be made:

New Completion Date \_\_\_\_\_

Construction work by contractors may be performed between 9:00 am and 5:00 pm, Monday through Friday. No contractor work may be performed on Saturdays, Sundays, or national holidays.

Building permits are required. All work is to conform to City of Chicago Building Code including use of materials. Examples: No PVC plumbing, or wooden wall studs. Wood nailing blocks need to be of fireproof lumber. It is the unit owner's responsibility to see that the proper City Building Permits are in place. City inspectors DO, from time to time, survey buildings for Building Permits.

Certificates of insurance are required of all contractors naming Marina Towers Condominium Association and its employees and FirstService Residential LLC., Agent and its employees as an additional insured with limits of liability of no less than \$1,000,000 per occurrence and \$2,000,000 aggregate "per project". Evidence of the type of work to be performed and coverage for that type of work must be endorsed in the contractor's Commercial General Liability Insurance Certificate. The Certificate must name the premises, the premises owner, the general and sub-contractors (and their type of work) and it must include products used on the job as well as include Broad Form Liability and Blanket Contractual Liability insurances. This Certificate must be on file in the management office before work begins. The Unit owner is responsible to see that Additional insurance must confirm that coverage is following form that ensures provision of total excess coverage is above the General Liability policy. The owner needs to keep proof of additional insurance in owner's file for owner's protection. Failing additional insurance leaves the owner, not the association liable for damages. Additional insurance shall include proof of automobile insurance for any and all automobiles driven or parked on the premises for all owned, hired or non-owned vehicles in limits of liability of no less than \$1,000,000 per accident and in aggregate. Additional insurance must provide for property insurance for those contractors who have equipment on site or on Marina Towers premises. Additional insurance must provide Employer's Liability for worker's compensation with limits of no less than \$500,000 per accident or illness, covering all employees of the insured and any Subcontractors. Excess Umbrella Liability for each trade shall be no less than \$2,000,000.

- Sign the Indemnification Agreement on the back of this form.
- All debris must be removed from Marina Towers property or pay fee to use Marina Condo dumpster.
- All plumbing work must be completed by a licensed plumber. And all electrical work must be completed by a licensed electrician. Proper flooring underlayment **must be verified** by the building management prior to any hard surface flooring being installed. For your protection, a digital photo of the underlayment should be taken, placed in your file and in your file in the management office.
- Drop cloths must be used in the corridors to protect the carpeting. Remove the drop cloths at the end of each workday. Vacuum any debris on the carpeting at the end of each workday.
- No electric or pneumatic demolition hammers may be used.
- No materials creating noxious odors may be used.
- Proper plumbing connections must be **verified by the building management** prior to walls being closed.
- Contractor and Subcontractor Contact Information must be provided along with proof of insurance.

Name(s) *printed*: \_\_\_\_\_

Address *printed*: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Alternate Address: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Description of project and drawings to be attached, returned and reviewed prior to work commencement.

I (We) the undersigned warrant that we have read and promise to abide by the MTCA Construction Rules and will seriously consider any suggestions applicable to our condominium alteration project.

Unit Owner(s) signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

.....**Marina Towers Condominium Association use only**.....

Received: \_\_\_\_ Reviewed: \_\_\_\_ Inspections Wiring \_\_\_\_ Plumbing \_\_\_\_ Flooring \_\_\_\_

By: \_\_\_\_ By: \_\_\_\_ By: \_\_\_\_ By: \_\_\_\_ By: \_\_\_\_

# INDEMNIFICATION AGREEMENT

I (We)the undersigned, having petitioned the Marina Towers Condominium Association (MTCA) to be granted permission to perform certain alterations to Unit(s) \_\_\_\_\_ and conditioned upon our performance of the requirements imposed by the Board of Directors of MTCA in advance of undertaking and construction agree, without limitations, we and each of us, jointly and severally, shall defend and hold MTCA harmless from and against any and all expenses, damages, claims, demands, causes of action, judgments, including attorney's fees and court costs, arising directly or indirectly out of, or as a result of the activities, of the undersigned, individually, or through agents or contractors, in any modifications, and/or construction activity related to the subject unit and affecting the MTCA common elements and/or neighboring units.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Witness \_\_\_\_\_ X \_\_\_\_\_

Witness \_\_\_\_\_ X \_\_\_\_\_

### *Additional Contractor Information*

Contractor Name\_\_\_\_\_

Company\_\_\_\_\_

Contractor Phone Number\_\_\_\_\_

Fax Number\_\_\_\_\_

Contractor Cell Number\_\_\_\_\_

Alternate Number\_\_\_\_\_

How many years in the remodeling/construction business? \_\_\_\_\_

Previous hi-rise remodeling experience? \_\_\_\_\_

- **Provide copy of licenses** held (example: plumbing, electrical, home remodeler licenses)
- **Provide proof of insurances**, General Commercial Liability for the Association and Additional Insurance for the unit owner.

**Phone**  
312-644-1187

**Fax**  
312-644-1831

**Address**  
300 N State St  
Chicago, IL 60654

**Email**  
marinatowers@fsresidential.com