

Alteration Guidelines

I. Prohibited Alterations

1. The use of jackhammer and other pneumatic tools
2. Channeling into the exterior or supporting walls (for water, cable or electric lines)
3. The removal or modification of walls which support the building
4. Additional bathrooms (e.g., powder rooms)

Optional Prohibitions:

1. Windows
2. Air conditioners
3. Garbage disposals
4. Jacuzzis

II. Renovations and Alterations which require evaluation by the Building's Architects and Engineers and Approval by the Board of Directors.

1. Any changes that affect water, gas, plumbing, heating system, telephone and/or electric lines. Please be aware that when changes are made which affect water pipes, branch-plumbing lines must also be replaced.
2. Any renovations that require breaching the outside wall of the building
3. Demolition of existing interior walls or the construction of new interior walls
4. Terrace structures and/or installations (eg., planters)
5. Installation of new air conditioning systems or units and modification of existing units

Optional

1. Any cabinets or shelves which are fixed to interior walls

III. Minor Alterations which DO NOT require Approval by the Building's Architects and Engineers nor Approval by the Board of Directors

The following minor alterations merely require managing agent's approval:

1. Painting, wallpapering and similar decorative work
2. Installing carpeting or similar floor covering
3. Sanding and staining existing wood flooring
4. Replacing existing appliances with new models

To obtain managing agent approval for the aforementioned minor alterations, you must submit an executed copy of the Decorating Agreement, Certificate of Insurance for the Contractor (a sample is provided) and a copy of the executed contract (if applicable).

IV. How to Obtain Approval of Alterations and Renovations

1. Call the managing agent and request a renovation package.
This set of materials lays out the details of the plans that need to be filed with the building management. The renovation package also details the specific licenses and insurance certificates that must accompany these plans.
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2. Submit your plans to the managing agent.
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3. Management will submit your plans to the building's architect and engineer who will determine if the work you have in mind conforms to the building's legal, safety, convenience and esthetic concerns. Be as complete and thorough as possible. If plans are incomplete or present design problems, the building's architect and engineer may require modifications. The more often plans must be revised or amended, the longer the approval process will take. There is a fee for the review of your plans by the building's engineer and architect.

Before you begin work:

4. At the start of work, Contractor or skilled crafts people must submit, to both management and Superintendent, Certificates of Insurance against damage to building and occupants.
5. Major alterations must then be approved by the Board of Directors. **Be aware that the Board meets only once a month.**
6. Before you begin work, complete the checklist.
7. Contractor must obtain all necessary permits from the New York City Department of Buildings.
8. Pay Fees Required and Due Under Applicable Agreement.
9. Notify your neighbors, above, below and on either side by dropping them a note informing them of the nature and duration of the work planned.