

# CONTRACTORS INFORMATION FORM

Contracting Company: \_\_\_\_\_

Supervisor at Job Site: \_\_\_\_\_ Cell #: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Address: \_\_\_\_\_

Job Site – Unit: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Work to be done: \_\_\_\_\_

Will there be any modifications to the plumbing, electrical systems or interior walls: \_\_\_\_\_

If yes, explain: \_\_\_\_\_

Contractors warrants that he has read the Rules & Regulations for Peachtree Towers, including the Contractor Rules on the back of this form, and agrees to follow the guidelines and pay any fines for violations that may occur and for any damages Contractor causes to the Condominium. **This form must be reviewed and approved by Peachtree Towers prior to any work being done.** All work is subject to periodic inspections by Peachtree Towers staff.

To obtain an appointment with the Building Engineer, Kurt Kenney, call 770-880-3689 or email [ptbuilding24@gmail.com](mailto:ptbuilding24@gmail.com).

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

### For Peachtree Towers Condominiums Use Only

\_\_\_\_\_ Permission is granted to commence work.

\_\_\_\_\_ Work is not approved: \_\_\_\_\_

\_\_\_\_\_ Additional information or permits required: \_\_\_\_\_

**Building Engineer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CONTRACTORS & OWNERS MAKING RENOVATIONS OR IMPROVEMENTS - SIGNED FORM REQUIRED**

**Owners are responsible for all actions of their contractors and any and all fines or damages incurred. Owners not hiring a contractor and performing the work themselves are subject to ALL OF THE CONTRACTOR guidelines listed below.**

1. Before any construction, alteration, repair and/or renovation work begins on any project in Peachtree Towers, the Contractor must fill out the Contractor Information Form with all work reviewed and approved by the Building Engineer. The Building Engineer will review the proposed work to insure compliance with building requirements. Contractors performing renovations or improvements involving plumbing, electrical, work requiring approval under Article VII, Section 16 of the Declaration and/or other work that poses risk of damage to the Association common elements or other units will be required to meet with the Building Engineer prior to commencing work.
2. **ADDITIONAL REQUIREMENTS FOR CONTRACTORS:** (A) All electrical, plumbing, HVAC and structural remodeling work is to be done by a licensed contractor. The contractor performing these services must supply Peachtree Towers with a copy of their professional license and certificate of insurance with a minimum of \$1,000,000 in liability coverage; (B) All contractors performing renovations near plumbing and electrical pipes, lines, wires or fixtures must provide a certificate of insurance with a minimum of \$1,000,000 in liability coverage. Violations of these provisions are subject to a fine of \$1,000 per day and all other enforcement measures provided in the association documents.
2. All contractors must sign in daily at the concierge's desk in the front lobby before any work commences.
3. **WORK HOURS.** Contractor may work in the building Monday – Saturday between 8:30 a.m. and 6:00 p.m. Owners will be fined if contractors start work before 8:30 a.m. or continue work past 6:00 p.m. **Contractors may not work in the building on Sunday.**
4. Vehicles cannot block handicap access.
5. Doors cannot be propped open unattended.
6. All carts, buggies, etc. owned by Peachtree Towers are not to be used by contractors. Contractors must provide their own dollies, etc.
7. **BALCONIES.** No household items, furniture, construction equipment or construction debris may be stored on the balcony during construction.
8. **ELEVATORS.** Contractors must use the MIDDLE ELEVATOR unless the concierge grants permission to use another elevator. Contractor must notify the concierge when moving large items in the elevator so protective shrouds and/or floor mats can be installed. Contractor is responsible for any damages to the elevators as well as the other common areas.
9. Contractors and/or owners are responsible for keeping the hallways and elevators cleaned and vacuumed at the end of each work day. Lay-out boards, tarps, etc., should be used when needed to protect the floors and walls. If Peachtree Towers has to have employees clean up after contractors, the unit owner will be charged.
10. Any changes in the existing electrical or plumbing systems must have a "rough in" inspection by the Building Engineer before any openings receive finished drywall, patchwork, etc. A "finish" inspection with fixtures in place will also be done by the Building Engineer.
11. Any remodel that includes removal of any existing partitions, or additions of any partitions shall also require a "rough in" inspection by the Building Engineer. A "to scale" floor plan provided by the contractor must show which walls are to be removed and the location of all new walls.
12. By law, all building codes must be strictly adhered to at Peachtree Towers. A few examples would include: 1) all wiring must be 12-gauge, aluminum clad MC cable; 2) all electrical boxes must be metal with proper connectors; 3) any plumbing in enclosed wall cavities, including washer-dryer drain systems must be copper with soldered joints. PVC or compression fittings are not allowed. All building code questions should be brought to the attention of the Building Engineer. The Unit Owner is responsible to make sure that all Building Permits and Inspections required by the City of Atlanta are performed.
13. **DISPOSAL OF BUILDING MATERIALS AND DEBRIS.** No owner or contractor may use the dumpster to dispose of any construction material or debris including but not limited to: plaster, flooring, plumbing or electrical materials, doors, cabinets, tiles, toilets and sinks. The minimum fine for improper disposal of these materials is \$500.
14. **FINES.** Unless otherwise specified, the minimum fine for failure to comply with any of these guidelines will be \$250.