



1350 ALA MOANA

UNIT:

## RENOVATION APPLICATION

OWNER'S NAME:	phone:	email:
OWNER'S REPRESENTATIVE:	phone:	email:
ARCHITECT/ DESIGNER:	phone:	email:

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ Group (Circle one)  
A B C

*The Renovation Application review process takes the following objectives into consideration; maintaining safety, following state, city, and county codes, following the 1350 Rules and Regulations, and mitigating adverse effects on neighbors. Demolition and/or construction may not commence until approval is granted by building Management and government agencies having jurisdiction over the project.*

*\*Limited exploratory demolition to verify concealed conditions may be allowed under specific conditions.*

## SUBMISSION CHECKLIST

- **APPLICATION**
- **SECURITY DEPOSIT**   
 \$2500 refundable check payable to: 1350 Ala Moana AOA.  
*Violation of House Rules or damage to the common elements result in deduction and/or charges.*
- **DESIGN REVIEW FEE**   
 See page 3 for groupings and fees. Check payable to: Awa & Associates LLC
- **RME LICENSE & INSURANCE**   
 Copies of RME licenses from all Contractors and Sub-Contractors  
 Insurance includes workman's compensation and general liability
- **PROJECT DATA** For renovations requiring a building permit or statute: *If Applicable*   
 One set each of hardcopy and electronic PDF plans of professional quality, dimension and drawn to scale, including all applicable details.  
 Plans shall be certified by a licensed design professional as required by statute or governing authorities having jurisdiction over the work.
- **PERMITS** - Copies of APPROVED building, electrical, plumbing, and/or mechanical permits as required from Honolulu City & County.
- **ASBESTOS** - State Dept. of Health Letter for Asbestos Removal

## AVAILABLE UPON REQUEST

- 1350 Ala Moana Declaration of CPR, Bylaws & House Rules
- Appendix "A" AOA 1350 Ala Moana Rules and Regulations
- Air-Conditioning Installation Instructions
- Firestopping Guidelines for party walls and chases
- Floor Covering Guidelines
- Lanai Floor Specifications
- Lanai Door Specification
- Unit Floor Plans
- Water shut-off Request Form (Thursdays only)

## CONTRACTOR INFORMATION

<b>General Contractor</b> _____ _____ _____	Business phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
<b>Electrical Contractor</b> _____ _____ _____	Business phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
<b>Plumbing Contractor</b> _____ _____ _____	Business phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
<b>Other Contractor:</b> _____ _____ _____	Business phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>
<b>Other Contractor:</b> _____ _____ _____	Business phone: _____ cell: _____ email: _____ Copies of License & Insurance received: <input type="checkbox"/>

## OWNER'S STATEMENT

1. I hereby certify that as Owner(s) or the Owner's representative, I/we have consulted with the appropriate governmental agencies and have been informed that a **City & County building permit is \_\_\_\_\_; is NOT \_\_\_\_\_** required for this project. Where required, the building permit plans shall be consistent with the design concept(s). Evidence of building permit approval to be submitted to Management.
2. Owner(s) and their Agents or Representatives, including Design Professionals or Contractors, agree to comply with all applicable codes and regulations governing the design and construction of improvements at 1350 Ala Moana including Appendix A. The AOA's design review and/or approval shall not relieve the Owner(s) of this obligation.
3. The owner agrees, to the fullest extent permitted by law, to make no claim against 1350 Ala Moana AOA and Awa & Associates LLC and its officers for the design review of this renovation application for the project.
4. I agree to submit the architectural review fee with my initial application and agree to pay any additional design review fees (due to changes, inadequate submittals, or non-conforming construction) directly to Awa & Associates within 30 days. If payment is not made in a timely manner, I authorize the Board to assess the invoiced amount to my Association account and if the amount remains unpaid, I agree to have my maintenance fee payment applied first to the amount owed to Awa and Associates until the amount is paid in full.
5. Upon completion of the work and as a condition of the return of any security deposit, the Owner or Owners representative shall submit a letter to 1350 Ala Moana's General Manager, certifying that all work was completed in accordance with the approved submittal and (where applicable) building permit plans, and is in compliance with all applicable codes and regulations regardless of the need for a building permit.
6. I will provide all the submission checklist requirements on page 1.

**Owner's Signature/Date:** \_\_\_\_\_

**Owner's Representative's Signature/Date:** \_\_\_\_\_

## RENOVATION GROUPING & FEES

*Check applicable group(s) and all respective work items that apply. Should more than one work group apply, the required design review fee shall be based on the most stringent work group.*

*Additional fees shall apply for additional professional consultations or design reviews required due to inadequate submittal design changes or non-conforming construction.*

<p><b>Group A Major Renovation</b>  <b>\$2400 (maximum two Reviews)</b></p> <p><input type="checkbox"/> Renovate / Remodel</p> <p><input type="checkbox"/> A/C Split – New</p> <p><input type="checkbox"/> Bath Remodel</p> <p><input type="checkbox"/> Electrical Power/Lighting-New Install</p> <p><input type="checkbox"/> Plumbing Fixture- Relocate</p> <p><input type="checkbox"/> Wall Demo / Construction</p>	<p><b>Group B Renovation</b>  <b>\$1600 (maximum two Reviews)</b></p> <p><input type="checkbox"/> Drywall Partition</p> <p><input type="checkbox"/> Appliance/Utility – Relocate</p> <p><input type="checkbox"/> Cabinet Replacement (one for one)</p> <p><input type="checkbox"/> Plumbing Fixture/Utility Upgrade</p> <p><input type="checkbox"/> Plumbing Shaft Wall Repairs</p> <p><input type="checkbox"/> Shaft Firewall Repair</p>	<p><b>Group C – Basic Repairs &amp; Maintenance</b>  <b>In-House- Approved by GM</b></p> <p><input type="checkbox"/> Basic Repairs and Maintenance</p> <p><input type="checkbox"/> A/C Split / Window Replacement</p> <p><input type="checkbox"/> Asbestos Removal</p> <p><input type="checkbox"/> Countertop Replacement</p> <p><input type="checkbox"/> Electrical Light Fixture Replacement</p> <p><input type="checkbox"/> Flooring</p> <p><input type="checkbox"/> Lanai Floor</p> <p><input type="checkbox"/> Plumbing Fixture Replacement</p> <p><input type="checkbox"/> Painting</p>
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### WORKSCOPE SUMMARY

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#### FOR INTERNAL USE ONLY

SUBMITTAL NO: _____	<b><u>ACTION TAKEN:</u></b>	<b><u>REMARKS:</u></b>
NEW _____	APPROVED _____	_____
RE-SUBMITTAL _____	DISAPPROVED _____	_____
DATE RECEIVED _____	DEFERRED _____	_____
DATE RETURNED _____	REVISED/ RESUBMITTED _____	_____