

Unit Remodeling Packet

1. Section I Application Pages 1-5

- a. Process Overview Page 2: For Owner Information
- b. Owner Application Page 3: Must be completed by Owner**
- c. Unit Remodeling Review Page 4: To be completed by Management; provided for owner reference.
- d. Unit Remodeling Inspection Record Page 5: To be completed by Inspector; provided for owner reference.

2. Section II House Rules for Unit Remodeling Pages 6-14

- a. Copy provided for owner reference: Please refer to this document for information on attachments necessary to complete your application**
- b. Copy for contractor: Please provide your contractor with a copy of the House remodeling rules.

3. Section III Check List Page 15

- a. Copy for Management; Management will keep a check list to verify completion of your application
- b. Copy for Owner: Please reference the checklist to complete your application**
- c. Copy for Contractor: Please provide your contractor with a copy of the checklist.

4. Section IV Floor Plan for Unit Page 16

- a. Management will provide you with a copy of your floor plan
- b. You may wish to provide your contractor with a copy of your floor plan

5. Section V Washer and Dryer Application Only Page 16 The following will be provided if you indicate that you are installing or replacing a washer and/or dryer.

- a. Floor plan with markup of zones
- b. Required Guy Grey Box information
- c. Architect layout information
- d. Washer/Dryer Checklist

2626 Unit REMODELING APPLICATION PROCESS

Step 1

- Owner fills out the Unit Remodeling Application
- Management office reviews the application to ensure that it is complete
 - Allow 1 week for the office to review and respond to owner

Step 2

- If the **application is incomplete**, management will indicate the deficiencies
 - Owner remediates deficiencies and resubmits the application
- If the **application is complete** and in compliance with the house rules, and the unit remodeling **does not** include structural changes to the unit, electrical work and/or plumbing
 - Management will respond to the owner that **work may commence**.

Step 3

- **If the application is complete** and the unit remodeling **does** include structural changes to the unit, electrical work and/or plumbing, management will respond to the owner that the application is complete and will move to an engineering review.
 - Allow 1 week for the engineering review

Step 4

- The engineering review indicates that the **application is incomplete and/or not in compliance with house rules**
 - Management responds to the owner that they must resubmit.
- If the engineering review indicates that the **application is complete and in compliance with house rules**
 - Management will respond to the owner that **work may commence**.

2626 Unit REMODELING APPLICATION OWNER APPLICATION

PROJECT DESCRIPTION

OWNER NAME _____ UNIT NO. _____

SCOPE OF WORK: _____

ANTICIPATED START DATE _____ AND FINISH DATE _____

CONTRACTOR NAME AND CONTACT INFORMATION _____

WILL YOUR PROJECT INCLUDE:

PLEASE CHECK APPROPRIATE BOXES

FLOORING		ELECTRICAL WORK	
KITCHEN REMODELING		PLUMBING	
BATHROOM REMODELING		WASHER INSTALL	
STRUCTURAL REMODELING		DRYER INSTALL	

OTHER _____

OWNER AGREEMENT

I have read the 2626 Unit Remodeling Rules and will ensure that all requirements are met.

Owner Signature _____ Date _____

2626 Unit REMODELING APPLICATION REVIEW

Step 1

- Application is received on _____; Management reviews within one week of receipt.

Step 2

- The **application is incomplete**; Management has responded to the owner that they must resubmit.
- Management signature _____ Date _____
- OR
- The **application is complete**, the application is in compliance with the house rules, and the unit remodeling **does not** include structural changes to the unit, electrical work and/or plumbing
- Management signature _____ Date _____
- Board Member Signature _____ Date _____
- Management responds to the owner that **work may commence**.

OR

Step 3

- **The application is complete** and the unit remodeling **does** include structural changes to the unit, electrical work and/or plumbing. Engineer returns the application to management.
- Management has responded to the owner that the application has been sent for engineering application review.
- Management signature _____ Date _____

Step 4

- The engineering review indicates that the **application is incomplete and/or not in compliance with house rules**
- Management has responded to the owner that they must resubmit.
- Management signature _____ Date _____
- OR
- The engineering application review indicates that the **application is complete and the application is in compliance with house rules**.
- Management signature _____ Date _____
- Board Member Signature _____ Date _____
- Management responds to the owner that **work may commence**

UNIT REMODELING: INSPECTION RECORD

Unit No. _____

Progress Inspection Date _____

Inspecting Engineer _____

Work to date is compliant with 2626 House Rules? Yes _____ No _____

If No, what remediation actions must be taken _____

Non-compliance was reported to Management: Date _____

Second Progress Inspection if Needed Date _____

Inspecting Engineer _____

Work to date is compliant with 2626 House Rules? Yes _____ No _____

If No, what remediation actions must be taken _____

Non-compliance was reported to Management: Date _____

Final Inspection

Work is completed and has been done in compliance with 2626 House Rules.

Inspecting Engineer _____ Date _____

Management Signature _____ Date _____

SECTION II 2626 UNIT REMODELING HOUSE RULES

The Association encourages unit owners to maintain and enhance the condition of their units. However, in order to assure the integrity of the physical structure of the building, adherence to City of Chicago codes and criteria, and the comfort of all residents, the Association has established the following rules and procedures regarding unit renovations or remodeling, which are effective as of October 26, 2021 and replace the prior Section 19 of the Association's rules and regulations.

General Requirements

- 19.1. Board Approval Required. All remodeling that includes plumbing and/or electrical work or structural alterations to walls or floor remodeling must be approved by the Board of Directors or its designee.
- 19.2. Combining Units. Adjacent Units may be combined into one residence/household. In connection with a legal combination of two or more adjacent units, a portion of the common element hallway space may be assigned to the legally combined unit as a limited common element pursuant to the terms of Section 31(c) of the Illinois Condominium Property Act. A fee may be charged in accordance with the current Fee Schedule.
- 19.3. Applications. Remodeling packets/applications must be obtained from the Management Office, completed, signed, and returned to Management for review and approval by the Board of Directors or its designee. No work can start before written approval is obtained. The Application must be submitted to the Management Offices with the following information:
 - 19.3.1. Signed copy of the remodeling contract
 - 19.3.2. Description of all proposed work, including any drawings/diagrams.
 - 19.3.3. Contractor's certificate of liability and workers' compensation insurance naming the Association ("2626 Lakeview Condominium Association"), its Board of Directors and managing agent as an additional insured. General Liability must be a minimum of \$1,000,000 per occurrence. Worker's Compensation must be a minimum of \$500,000. Certificates may be mailed, or electronically transmitted to the Management Office by the Insurance Agent.
 - 19.3.4. Proposed start and finish dates.
- 19.4. Hours. Construction hours are 8:00 a.m. to 4 p.m. Monday through Friday and 10:00 a.m. to 3:00 p.m. Saturday. No work is permitted on Sunday unless expressly authorized in advance and in writing by Management.
- 19.5. Code Compliance. All work must be compliant with City of Chicago policies and codes, National Electric Codes, and regulations of all jurisdictional entities as well as House Rules.
- 19.6. Permits are required for all plumbing and electric alterations. Unit owners are responsible for obtaining permits from the City of Chicago.

- 19.7. Fire-rated walls must be maintained between adjacent units and between individual units and common element corridors. This is a City of Chicago code and will be strictly enforced.

Cable and Telephone Wiring

- 19.8. Television cable outlets and telephone hook-ups may only be moved by employees of the authorized antenna company or the Association's telephone or Cable company or other designee of the Association.
- 19.9. New wiring installed behind the walls must be in conduit. This work may not be performed by any unit owner or contractors other than as expressly authorized in advance by the Board of Directors or its designee in writing. The unit owner or his/her designee must be present while this work is being done. (Building personnel cannot not be so designated). Telephone and/or cable lines may not be altered in any way without the specific and written approval of the Board of Directors or its designee.

Contractor Responsibilities.

- 19.10. All new framing must be done with metal studs. Contractors (or unit owners) must contact the Doorperson before walls are closed so that the Building Engineer or Assistant Engineer can inspect to ensure compliance. Unit owners are responsible for ensuring that their contractor(s) comply with the Association's rules and regulations including the rules regarding unit renovations or remodeling.
- 19.11. All construction debris, discarded carpeting and/or flooring, and any other related materials must be removed daily by the contractor or unit owner. No construction debris shall be disposed of in the building's garbage chute or left in the chute room. Neither may any debris including cabinets, sinks or toilets be put into the building's scavenger bins or left in the receiving area.
- 19.12. Contractors must check in with the Doorperson, wear identification tags, and comply with all sign-in and security procedures.
- 19.13. Only one contractor vehicle per unit may be parked in the receiving area (subject to availability).
- 19.14. The intended use of jackhammers requires at least 48 hours advance notice to the Management Office so that neighboring residents can be informed.

Doors and locks

- 19.15. In order to assure the ability of Association and emergency personnel to enter all units in response to emergency situations the following measures shall be followed:
- 19.16. All lock changes must be coordinated through the Management Office. Primary locks must be keyed to the building's master key.
- 19.17. Secondary locks may be Segal locks in brushed chrome or brass finish and flush mounted.

- 19.18. Duplicate keys for Segal locks must be left in the Management Office.
- 19.19. Lock Boxes are prohibited.
- 19.20. No alterations shall be made to residential doors or any common elements without the prior written consent of the Board or its designee in each instance, with the exception of affixing religious symbols on door trim. This includes temporary decorations, signs, photographs, etc.

Thermostats

- 19.21. Thermostats must be installed by a licensed electrician or licensed HVAC technician.

Flooring Remodeling

- 19.22. As with all unit remodeling, an application packet must be submitted to the Management Office in advance of installation and must be approved by the Board of Directors or its designee in advance in writing. No work will begin before receipt of such approval.
- 19.23. All new flooring must conform to greater than 60 *decibel STC/ICC* standards. This includes all flooring, including carpeting, area rugs, wood/engineered wood, tile, laminate, vinyl, or other hard-surface product.
- 19.24. As part of the application, unit owners and contractors must submit printed copies of the manufacturer's specifications for intended products certifying that the products will meet the 60-decibel requirement. A signed copy of the remodeling contract must be included along with related drawings/schematics/diagrams. (See Section 19.3.1 above).
- 19.25. Applications and plans must be completed as described in Section 19.3 above.
- 19.26. Plans must include installation techniques, e.g., sub-floors and acoustical material specifications, glue, etc., from printed manufacturers' documents and/or information from engineers, architects and/or contractors licensed or certified in Illinois. Such specifications can be presented to the Office, mailed, faxed, or electronically transmitted. Hand-written material will not suffice.
- 19.27. All-in-one products are prohibited unless installed with a separate underlayment that meets specified standards.
- 19.28. Installation will be subject to inspection by the Chief or Assistant Engineer and/or the Association's designee(s) to ensure that work is consistent with the Applications and these renovation and remodeling rules. This inspection is not tantamount to certifying the required adherence to City of Chicago codes and criteria as well as health and safety codes and standards, and the unit owner is responsible for such compliance.

- 19.29. If flooring is found to be non-compliant with these regulations, unit owners will be required to promptly remediate the deficiencies, including without limitation possible replacement of the non-compliant products with compliant materials and techniques, all at the unit owner's expense.
- 19.30. Only water-based sealants or finishing products are permitted. Oil-based products are expressly prohibited.
- 19.31. Removal of asbestos tiles and/or materials, including vinyl tile original to the building, must be done by an abatement professional.
- 19.32. All construction debris, discarded carpeting and/or flooring, and any other related materials must be removed daily by the contractor or unit owner. No construction debris shall be disposed of in the building's garbage chute or left in the chute room. Neither may any debris including cabinets, sinks or toilets be put into the building's scavenger bins or left in the receiving area.

Kitchen Remodeling

- 19.33. Applications and plans must be completed as described in Section 19.3 above.
- 19.34. All modifications to electrical and plumbing systems or connections to the building plumbing infrastructure must be performed by licensed electricians and/or plumbers. Do-it-yourself work on any pipes or electrical infrastructure is expressly prohibited. City of Chicago permits are required.
- 19.35. Only copper pipes can be installed. Dishwasher and refrigerator hoses must be metal. PVC pipes are non-compliant with City of Chicago codes and are expressly prohibited.
- 19.36. Installation of any garbage disposal is expressly prohibited.
- 19.37. Use of portable appliances that hook up to plumbing such as countertop dishwashers is expressly prohibited. These devices are not compliant with City of Chicago codes or House Rules.
- 19.38. It is recommended that new dishwasher installations have a permanently installed leak-detection system with an automatic shut-off mechanism.
- 19.39. New kitchen flooring installation must comply with specified sound barriers as described in the "Flooring Remodeling" Section above.
- 19.40. Water shut off must be done by building maintenance personnel. 48-hour notice to the Management Office is required.
- 19.41. If water supply lines are to be removed, they must be capped.

- 19.42. Additions to electrical systems, including but not limited to lighting and installation of dishwashers in studio units, require evaluation of electrical capacity by a licensed electrician. City permits are required.
- 19.43. Access panels for emergency water shut-off must not be obstructed.

Bathroom Remodeling

- 19.44. Applications and plans must be completed and submitted as described in Section 19.3 above.
- 19.45. All modifications to plumbing and electrical infrastructure must be done by a licensed and qualified plumber or electrician. City permits are required.
- 19.46. Only copper pipes are permitted. PVC and galvanized pipes are prohibited.
- 19.47. Water shut off must be done in accordance with Section 19.40 above.
- 19.48. Drywall for tubs and showers must be moisture resistant. Only Type C materials such as fiber cement, fiber-reinforced gypsum, or other water-managed Type C materials evaluated by ICC-ES criteria and mold-resistant standards are allowed.
- 19.49. Management shall be notified 48 hours in advance if bath tubs or drains are to be removed or altered. The unit owner will be liable for any damage to the unit below.
- 19.50. Medicine cabinets on walls adjacent to other units or to common elements must be flush mounted unless the fire-rated (double-thick) wall can be maintained. The Unit Remodeling Application must note this request. Appropriate inspection must verify the integrity of the fire-rated wall.
- 19.51. Shower fixtures must connect to an approved code-compliant mixer box.
- 19.52. Motion detecting dampers are required in all bathrooms. This is a City of Chicago code requirement.
- 19.53. Shower drains must be 2 inches in diameter.
- 19.54. Access panels for emergency water shut-off must not be obstructed

Washers and Dryers

- 19.55. Effective August 1, 2021, no washers and/or dryers may be installed, re-installed, or replaced in any unit without prior written approval by the Board of Directors or their designee.
- 19.56. All installations must conform to the criteria approved by the City of Chicago

- 19.57. All new installations and re-installations by Association contractors immediately following the 2021-22 domestic riser replacements will require unit owners to submit Unit Remodeling Applications. This will provide proper documentation of the installation, appliance information, House Rules, and compliance with City requirements, and approval by the Board of Directors or its designee. However, if work is completed by a contractor retained by the Association in connection with the riser replacement, information should be noted in the application, but insurance information need not be submitted on an individual unit basis. Installation of mandated plumbing and electrical work by other entities will require full information.
- 19.58. All work (materials and labor) required for installation of laundry equipment will be the financial responsibility of the unit owner. This includes additional plumbing work beyond the scope of the Domestic Riser project contracted by the Association. Permits are required for new installations.
- 19.59. Washers and Dryers may be installed in units subject to the following:
- 19.59.1. Both washers and dryers must be connected, through double-connection Guy-Gray boxes, into sanitary drains in approved locations near bathrooms. Installations must be made only in specifically approved locations in each tier. (See Management Office for approved locations.)
 - 19.59.2. No new kitchen installations will be permitted.
- 19.60. Portable washers and dryers are prohibited.
- 19.61. Installations are expressly prohibited in the studio units (06 and 10). If either of those units is combined with the adjacent unit (08 or 12) installation will be considered if the studio bathroom is remodeled to conform to City requirements and House Rules.
- 19.62. Drawings must be submitted and are subject to approval by a licensed/qualified architect or plumbing engineer approved by the Association.
- 19.63. If at any time suds - drainage issues occur, the Association may limit the number of washers in any tier.
- 19.64. All work performed in connection with laundry equipment, including modifications to existing plumbing, electrical, and/or other systems, must conform to City of Chicago-established codes and policies, the National Electrical Code, and all regulations of jurisdictional authorities at the time of the installation as well as House Rules.
- 19.65. Unit Remodeling Applications must be submitted and signed by the unit owners and contractors. Applications must include a diagram showing planned installation in an

approved location along with specific manufacturers and specifications, and materials to be used as well as certification of contractor's insurance. Pipes must be the same size and type to which they will be connected.

- 19.66. The application must include the make, model, descriptions and specifications for all washers and dryers as well as printed manufacturers' specification sheets (obtained from the manufacturer's documents) No hand- written descriptions will be accepted.
- 19.67. A leak detection/shut-off system is recommended.
- 19.68. All plumbing work must be performed by a licensed plumber and must conform to the criteria approved by the City of Chicago. This includes connections of both washers and dryers through Guy-Gray boxes connected through a secured support elbow and through a vacuum breaker. Accessible water shut-off valves are required for washers.
- 19.69. All modifications to the electrical infrastructure within the building must be performed by a licensed electrician.
- 19.70. Only copper pipes or metal hose connections are permitted. PVC, plastic, and galvanized pipes of any kind are expressly prohibited.
- 19.71. Only appliances meeting the approval of the City of Chicago may be installed. (Non-compliant appliance models installed previously must be removed and replaced by compliant appliances.)
- 19.72. If washers and dryers were installed in kitchens before June 1, 2021, laundry appliances may be re-installed in the same location. However, such laundry appliances must be connected to the kitchen waste system through a wet-vent installation that conforms to the exact design approved by the City and provided by McGuire Engineers (or such other architect or engineer as designated by the Association). If such a re-installation is performed by other than Association-retained plumbers, the Association will require an inspection by an architect or engineer retained by the Association. The cost for this inspection will be charged to the unit owner. No deviation will be permitted. Non-compliance will require immediate remediation at the unit owner's cost. In such an event, the Association retains the right to disallow a kitchen installation. Appliances must meet City of Chicago approved criteria.
- 19.73. Vibration and sound suppression mats or flooring with a minimum thickness of 12mm must be placed under laundry appliances. It is recommended that laundry machines installed close to other stationary objects have rubber bumpers on side panels to further prevent noise and vibrations.

- 19.74. Do-it-yourself installation of washers and dryers is expressly prohibited.

- 19.75. Washers must meet the following requirements:
 - 19.75.1. Be energy efficient and meet maximum Energy Star water utilization requirements.
 - 19.75.2. Be electrically powered and use either 110 or 220 volt outlets.

- 19.76. Dryers must meet the following requirements:
 - 19.76.1. Only ventless (condensing or heat pump) electrical dryers may be installed. (This is a City of Chicago-approved variant.)
 - 19.76.2. Dryer installation may be subject to confirmation of sufficient electrical capacity in any unit. This determination will be made on a unit-by-unit basis. There needs to be physical room for the breaker/fuse and sufficient wiring serving the panel. This needs to be determined and documented by a licensed electrician.
 - 19.76.3. If dryers are installed in an enclosed space, they must have sufficient air circulation through a louvered door or an equivalent opening.
 - 19.76.4. As with all unit remodeling, the Chief Engineer, Assistant Engineer or their designee will inspect the work during installation in order to ensure that work is being completed according to the Unit Remodeling Application and as described by the unit owner and contractor.
 - 19.76.5. The Association has the right to retain a consulting engineer to review and/or inspect work. This cost may be charged back to the unit owner.

- 19.77. Non-compliant or non-approved installations will be removed at the unit owner's expense. All corrective actions also will be at the unit owner's expense.

- 19.78. Subsequent replacement of laundry appliances must conform to City of Chicago-approved criteria and House Rules and must be approved by the Board of Directors or its designee. A unit-remodeling application must be completed and signed by the unit owner. Inspections by the Building Engineer or Assistant Engineer are mandatory.

Inspections, Corrections, or Removal of Non-Compliant or Non-Approved Work

- 19.79. As with all Unit remodeling, the Chief Engineer or Assistant Engineer or designee shall inspect work during installation and upon completion thereof in order to ensure that work is being completed in compliance with the Application and House Rules. This inspection is not tantamount to approving the quality of work certifying code compliance, and the unit owner is responsible for such compliance.
- 19.80. The unit owner will be responsible for any damage caused by the contractor to any other unit or common elements. The Association may levy a significant fine if the amount or type of damage so warrants in addition to assessing the cost of any such damage to the unit.
- 19.81. The Association has the right to retain a consulting engineer to review plans and/or inspect work. Related costs may be charged back to the Unit Owner at the discretion of the Board.
- 19.82. Non-compliant or non-approved work shall be removed within three (3) business days upon written direction by the Board or its designee at the Unit Owner's expense.
- 19.83. Non-compliant conditions shall be abated as determined by the Board and at the Unit Owner's expense within a reasonable period of time not to exceed seven (7) business days. If the Unit Owner fails or refuses to timely abate the non-compliant work, the Association may require removal within three (3) days upon written direction by the Board or its designee at the Unit Owner's expense.
- 19.84. The Board may levy fines or seek judicial intervention to enforce removal of any non-compliant or non-approved work or non-compliant conditions. (Court costs and/or legal fees may be charged back to the Unit Owner).

SECTION III UNIT REMODELING CHECKLIST

	Date	Management Initials
Application completed	_____	_____
Scope of Work defined	_____	_____
Contractor Insurance Verified	_____	_____
Contractor/ Plumber/Electrician License Verified	_____	_____
Material/Appliance Specifications		
A. Received with Application	_____	_____
B. Verified to conform to House Rules	_____	_____
Blueprints/diagrams/drawings verified	_____	_____
Special requirements noted*	_____	_____
<ul style="list-style-type: none"> • Special requirements may include water shut off, jack hammering, tub removal etc. 		
Other unit owners notified of work/noise	_____	_____
Copy of House Rules		
A. Provided to the Owner	_____	_____
B. Provided to the Contractor	_____	_____
Copy of this Checklist		
A. Provided to the Owner	_____	_____
B. Provided to the Contractor	_____	_____
Floor Plans for the Unit		
A. Provided to the Owner	_____	_____
B. Provided to the Contractor	_____	_____
Work Completed and Final sign offs received	_____	_____

SECTION IV UNIT FLOOR PLANS

Please see Management for a copy of your unit floorplan.

SECTION V UNIT SPECIAL INFORMATION FOR WASHER AND DRYERS

If your application indicates that you are installing or replacing a washer or dryer, Management will provide you with a special information packet.