



August 16, 2017

To: The Imperial Plaza Owners

Subject: **First Step** in Processing of Residential / Commercial Remodeling Applications

Aloha Unit Owners,

To assure your application is processed efficiently and promptly and you are aware of all the requirements and responsibilities associated with the modification, please call me to set up an appointment for a pre-modification meeting to discuss the following:

- (1) Remodeling application.
- (2) Policy on contractor license.
- (3) Policy on Insurance for contractor.
- (4) Stamped plans and/or line drawings, if needed.
- (5) A written room by room description of work to be done.
- (6) Architectural Review Costs Agreement, if needed.
- (7) Requirement for a City and County DPP Building Permit, if needed.
- (8) Any outage (plumbing/electricity) based on your modification plans.
- (9) Any demolition notices/requirements (dumpster, etc.) or how demolition material will be disposed of. Note: Contractors are responsible to remove all demolition materials off the property.
- (10) Letter to your neighbors.

Please call me at (808) 592-3304 or email me at gimperialplaza@hawaiiantel.net to set up a time we can sit down to discuss the modification to your unit.

Thank you,

Tom Anderson
General Manager

RESIDENTIAL REMODELING APPLICATION

The Imperial Plaza
725 Kapiolani Blvd.
Honolulu, Hawaii
96813

Unit # _____

Owner/Agent: _____ Phone: _____

Contractor: _____ Phone: _____

Brief Description of Work: _____

Describe Utility Outage/Connection: _____

Describe Demolition: _____

Approximate Start Work Date: _____ Finish Date: _____

Residential Remodeling Applications must be submitted to the Management Office at least 30 days in advance of the start of the project. All owners, tenants, agents and employees of owners including contractors, design professionals and vendors are required to comply strictly with the provisions of the project documents for the Imperial Plaza (Declaration, Bylaws and House Rules) and the provisions of Chapter 514A, Hawaii Revised Statutes, which prohibit certain alterations or additions within an apartment without the prior written approval of the Board of Directors. Owners or other occupants who are contemplating remodeling should first consult with the Board of Directors or its authorized representative. Commencement of any remodeling without approval may result in an owner having to remove alterations.

I acknowledge receipt of a copy of The Imperial Plaza House Rules as it relates to remodeling, and further acknowledge that I, as owner, and/or as contractor will comply with all these rules.

Owner/Agent Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

Approved: _____ Date: _____