

Maintenance Modification and Renovation Application for Approval to Renovate or Remodel Category A

Apartment #: _____

Please print or type the following:

Owner's Name: _____ Telephone/ Email: _____

Architect/Designer: _____ Telephone/ Email: _____

Submitted by: _____ Telephone/ Email: _____

Submittal Date: _____

Owners may make desired modification, alteration, renovation, or remodeling of apartments only after the review and processing of this application. If an emergency repair is needed, contact the Manager immediately.

Category A: Plan of work may proceed after approval by the Manager.

Description of Work:

Is a building permit required? _____ YES, _____ NO If yes, have you applied? _____ YES, _____ NO

Estimated start date: _____ Estimated completion date: _____

The Manager shall be notified to make inspections prior to, during, and after the work is complete.

Initial

_____ Inspection prior to work.

_____ Inspection during work.

_____ Inspection at completion

_____ Pictures attached.

Will any of the planned modifications include changes to exist:

Plumbing: _____ YES _____ NO Electrical: _____ YES _____ NO
Mechanical: _____ YES _____ NO Structural: _____ YES _____ NO

If any of the above questions are answered “YES,” you will be required to submit plans and specifications prepared by a registered architect (or professional registered engineer if permitted by the 1717 Ala Wai Board of Directors (the “Board”) showing details of the proposed work. You are also required to submit the name of the licensed contractor(s) you intend to employ for the work.

Even if you answered “NO” to each question, the Board may require plans and specifications and other information from you before deciding upon your application.

SUBMISSION CHECKLIST:

_____ Application

_____ The contractor shall provide the Manager with proof of insurance and a schedule of the work. The contractor shall inform the Manager of any changes to the schedule. An inspection by the Manager may be required.

N/A Design review fee (if required)

N/A Plan and specifications for Category B and C work (two sets drawn by registered architect or engineer)

N/A Building permits or building permit application number (if required)

List of Contractors, Engineers, and/or Architects:

Name: _____

Address: _____ Phone: _____

License #: _____ License Type: _____

Name: _____

Address: _____ Phone: _____

License #: _____ License Type: _____

Name: _____

Address: _____ Phone: _____

License #: _____ License Type: _____

Notice of approval to proceed with the work will come from the Manager, who will also inspect the work upon completion. See Section V. Procedures for Approval, § B (1) of the 1717 Ala Wai Maintenance, Modification and Renovation Policy Manual (Revised June 2025) (the “MMR Manual”) for details.

I/We, the undersigned, hereby request that the Board approve the alterations and/or additions described above and on any accompanying plans, specifications, or drawings.

I/We hereby acknowledge receipt of a copy of the MMR Manual. I/We acknowledge and agree that any approval given by the Board shall be conditioned upon all work conforming to all applicable building and zoning laws, ordinances, and rules and regulations and all other conditions established by the Board. I/We agree to periodic inspections during the renovation work by the Manager and/or representatives of the Board. I/We agree that all noise generating work shall be accomplished during normal working hours, which are Monday through Saturday from 8:00 a.m. to 5:00 p.m. only. No work on Sundays and state and federal Holidays. I/We understand that no work is to be done in the common areas and further agree to pay for the repair of any damage or the cleaning of the common areas needed as a result of this renovation and/or remodeling activity.

Owner’s Signature: _____ Apt: _____ Date: _____

Owner’s Signature: _____ Owner Email: _____

Received By the Manager’s Office: Date: _____ by: _____

For Office Use Only:

Apartment #: _____

Date Application Received: _____ Date Reviewed: _____

Approved by: _____ Manager.

Approved with conditions by: _____ Manager.

Declined by: _____ Manager.

Reason for Declination and/or Additional Requirements/Conditions:

Maintenance which may be undertaken by the owner after the application for planned work is submitted to the Manager and the timing of the work is coordinated by the Manager. (If an emergency repair is necessary, notify the Manager immediately.) Owners must coordinate with the Manager for elevator use, work hours, and any required shutoffs of water or electricity. The Manager and/or the on-duty security officer should be informed of any work that involves outside workmen to alert management of non-residents in the building.

The Manager cannot grant any variances in the rules of the provisions of the governing documents.

All modification requests must be in writing. Documentation (i.e., description of work, sketches or plans, manufacturers' catalog cuts and product documentation, etc.) of the proposed work and materials must be presented to the Manager. Drawings of your unit may be available at the request of the Manager at: (808) 946-9160.

Owners are required to adhere to the insurance requirements outlined in "Exhibit 1 – Vendor Insurance Requirements" on page 32 of the MMR Manual in his/her contracts with contractors and subcontractors.

Category A includes but is not limited to:

1. Interior painting of the apartment unit (excluding the lanai walls and ceiling).
2. The application of wallpaper and wall covering to interior of apartment.
3. Installation of drapery, mini-blinds, vertical blinds in white, or off-white color or linings of white or off-white.
4. Window tinting: owners may choose from a list of manufacturers' specifications from the Board pre-approved list of materials.
5. Replacement of kitchen or bathroom faucets, toilets, sinks, cabinets (if no electrical wiring is needed), interior light fixtures, electrical outlets, garbage disposal and other built-in appliances (use of a licensed contractor required).
6. Replacement of shower doors.
7. Replacement of window screens.