

**THIRTY DAY WORK PERMIT  
Authorization for Unit Renovation**

- All work involving maintenance, alterations and improvements is allowed from 8:00 a.m. to 6 p.m. on weekdays only. No work is allowed after hours, on weekends, or holidays. Use of the padded elevator is limited from 8:00 a.m. to 4:45 p.m. Monday through Friday. Unit owners are responsible for any building permits required by Montgomery County, MD. All work must be approved by the Lakeside Terrace Board of Directors
- Work involving plumbing is only allowed weekdays between 8 a.m. and 4 p.m. only. No Saturday, Sunday or holiday work is allowed. Prior to any work, we are required to give residents on your tier three days notice of a water or electrical shut-down. We highly recommend that you have hot and cold water shut-off valves for the bathtub, bathroom sink(s), toilet, and kitchen. These valves should be in good working order. LTC is not responsible for installing shut-off valves in condominium units.
- All contractor work must be performed by licensed, bonded and insured contractors. All work requires a work permit from the LTC office. Owners must alert the office in advance of any work to be performed before a "Thirty Day Work Permit" is issued. Construction may not begin until all contractors (sub-contractors included) have provided an *Acord Certificate of Liability Insurance*. Please refer to the attached document referencing this requirement.
- If you have a plumbing or emergency of any kind after 5 p.m., immediately call the Zalco Realty, Inc., our property management company, at their after-hour emergency number: (301) 585-0088. Tell them your location at Lakeside Terrace Condominium, the nature of your emergency, and follow their instructions. If this is plumbing related, immediately attempt to use the shut-off valves in the unit to stop the water leak.
- All debris, including old carpet, appliances, trash from renovations, and boxes must be taken away by your contractor. Nothing is to be put in the dumpster, or brought in or out of any door, except the garage elevator entrance. Nothing is to be thrown off of the balcony. Deliveries are treated as moves. All deliveries must go through the freight elevator and use the garage entrance only. Any exceptions require prior approval of the LTC office.
- Your balcony (limited-common area) needs to be protected with drop clothes if any work is being performed on them during renovations.
- Building security is a top priority. Please do not allow the garage elevator entrance door to remain open. Our building security cameras continually monitor activities at our building entrances.
- The unit owner is responsible for providing a contact name for each contractor working in their unit. The LTC office will need an on-site contact phone number for any contractor used. The unit owner is ultimately responsible for all contractors working in their unit. With the exception of coordinating movement of supplies and materials into or out of the elevators, LTC staff is not responsible to direct, supervise, or engage in any work a contractor is performing in your condominium unit.
- Failure to observe these rules may result in a violation notice, board hearing, and possibly a fine. Please see LSTC rules 34, 35 and 36. Additional Board approval may be necessary for major renovation. Please consult our office.

*This Permit is good for thirty days. It must be renewed in the Office.*

Unit Owner: \_\_\_\_\_ Unit #: \_\_\_\_\_  
Please print name

Unit Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Please print name

LTC Witness \_\_\_\_\_  
Please print name

**SIGNATORIES:**

**By signing this agreement, the unit owner(s) acknowledge that they have read and understood, and agree to be bound by, the terms and conditions as outlined in the permit agreement. Further, I/We agree to indemnify and hold harmless Lakeside Terrace Condominium**