



Terrace Place Condominium Association, Inc.
Home Improvement Requirements
Building Permits and Board of Director (BOD) Approval Needs
May 16, 2023

In accordance with the Terrace Place Condominium Governing Documents and the Town of New Milford's Building Department, there are many improvements and modifications that a unit owner can make to the inside of their units without the need for Board of Director approval and/or a Building Permit from the Town of New Milford. Everything else requires both of these.

Below is a brief listing of each. More complete information is available from your BOD. You can contact any of the following: Lyn Lavacca (203-219-8000/ lynlavacca@gmail.com), Mike Halliday (941-274-9429/ mike@thosehallidays.org) (or Ruth Gregory(203-917-0734/ ruthgregory27@gmail.com).

Permits and BOD approval are **not** required for painting, wallpapering, tiling, carpeting, cabinetry, countertop replacement and similar work not involving structural or mechanical alterations, minor electrical maintenance, **minor plumbing work**, and replacement or repair of minor parts of HVAC systems.

Some examples of when BOD Approval and/or Town Building Permits are needed include:

- Replacing a hot water heater (tank or tankless) or HVAC equipment.
- **Any electrical work** other than repair of existing outlets, switches, etc.
- Installation of additional lighting (i.e., track, recessed).
- Window replacement.
- Flooring.
- **Any plumbing work** other than immediate leak repair and general maintenance. This included replacement of sinks, faucets, drains, and garbage disposals. Permission is not needed to replace countertops with identical footprint replacements, but a plumber and building permit **are** required to reinstall existing sinks or a replacement sink.
- Any renovation that will have an impact to the structure of the unit/building.
- Flooring installation in consideration of using materials that limit noise (BOD approval only)
- Flooring that will have an impact to the structure of the unit/building.
- Sheetrock replacement or new sheetrock installation.

Please be aware that it is, unfortunately, quite common for contractors to tell customers that permits are not needed for many of these projects. This is absolutely not correct according to the New Milford Building Dept. Every licensed contractor is keenly aware of the few items that

do not require a permit as outlined in the State of CT Building Code and often choose not to inform the customer because it adds time and expense to projects.

It remains the unit owner's responsibility to know when these are required and to get proper approvals and permits before work is started. If you have a question about what is required please contact the BOD or the New Milford Building Dept. Failure to follow the procedures can result in fines, insurance deductibles being charged to the unit owner, and/or requirements to reverse the work.

Per the New Milford Building Department and State Building Code:

Where equipment replacement and repairs must be performed in an emergency situation, the permit applications shall be submitted within the next business day to the Building Dept. official.

When in doubt, please contact a member of the BOD. Thank you for your diligence in this area.

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