

**SEAL BEACH MUTUAL NO. FIVE****Mutual Operations****Physical Property – Building Alterations and Additions****1. Construction Permit**

A GRF permit for alterations or additions to buildings in Mutual 5 will not be issued by the Physical Property Department until a written, signed proposal and contract between the shareholder and the contractor have been presented to the Physical Property Department along with the application for issuance of a building permit.

**1.1. The application must contain the following information:**

- 1.1.1. The work to be done by the contractor.
- 1.1.2. The fee for the proposed work.
- 1.1.3. The start date and completion date for the work.

**1.2. Mutual Five requires the signature of the Mutual president or chair of the physical property committee on any building permit, building plan, or change order issued for unit remodeling. In their absence, those documents may be signed by any officer of the Mutual 5 board.****2. Contractor License Requirements**

**2.1.** Shareholders undertaking any modification of their units, with the exception of interior painting, window treatments and closet interiors, must employ a state-licensed contractor.

**2.2.** The Physical Property Office makes available to shareholders a list of contractors who have proper license credentials and who have presented evidence of adequate liability and Worker's Compensation Insurance to perform work in the City of Seal Beach. Inclusion on this list of contractors does not constitute a recommendation, approval, or warranty as to the contractor's ability to perform, quality of work, reputation in the community or other such considerations for hiring a contractor that shareholders are required to judge for themselves.

**3. Electrical Upgrades**

**3.1** Any electrical additions or electrical changes that increase the electrical load or number of circuits on the existing electrical panel will require upgrading the service panel at the shareholder's expense.

**4. Notification of Remodeling**

**4.1.** The contractor of record for a remodeling project must notify all adjacent apartments sharing common entryways at least 24 hours before work is to begin of the intent and scope of all proposed work. Adjacent residents unable to be notified will have a letter mailed to them indicating the intent and scope of remodeling work to be performed.

**SEAL BEACH MUTUAL NO. FIVE**

**Mutual Operations**

**Physical Property – Building Alterations and Additions**

4.2. A record of all such notifications will be maintained by the Physical Property Department.

**5. Limitation of Work Hours**

Any contractor engaged by a Mutual 5 shareholder to perform interior or exterior remodeling, and/or install or remove equipment or appliances in their units, shall do so only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**6. Penalty for Construction Delay**

6.1. A penalty of \$100 per day shall be assessed to the contractor by the Mutual for every calendar day that the construction exceeds the completion date as listed on the GRF permit. The affected shareholder will receive all penalty fees.

6.2. The Mutual Board, or its designee, may make an exception to the completion date and award an extension to the contractor without penalty due to unforeseen delays or problems.

**7. Mutual Not Responsible for Damage**

7.1. Mutual 5 is not responsible to any shareholder or any successor shareholder for damage beyond that of the original structure, appliances, and fixtures. Upgrades, expansions, additions to structure, appliances, flooring, furnishings, or fixtures are the sole responsibility of the shareholder regardless of date of installation or cause of damage or failure.

**Document History**

Adopted: 17 Aug 2022 Action

Amended: 15 Feb 2023

**Keywords:** Building Alterations Additions