



## Central Air

### An Installation/Alteration Permit is Required

If you are planning to install central air conditioning, the following must be adhered to and followed:

1. Complete and submit for approval, prior to the commencement of any work, an Installation/Alteration permit, including the installer's mechanical license number and Proof of Insurance. Permits will not be approved without this information. Prior to final approval by Village Square, copies of the city permit and city's approval must be submitted to the office.
2. The condensing unit must be in an area approved by Village Square.
3. It is the member's responsibility to ensure that the exterior condensing coil is kept clean and free of debris. Build up of weeds, leaves, dust, etc. will result in improper refrigerant pressure. This can cause the evaporator coil, which is located inside on top of the furnace, to ice up and water to leak into the furnace.
4. It is the member's responsibility to clean/wash or replace the furnace filter at least every two months. If this is not done, the evaporator could ice up and cause water to leak into the furnace.
5. Maintenance of the COMPLETE air conditioning unit is the sole responsibility of the member. Village Square has no responsibility regarding any portion of the air conditioning unit.
6. If the air conditioner is removed, the furnace is to be restored to an acceptable condition, as are the exterior grounds, as approved by Village Square.
7. Any repairs/damage to the furnace caused by the installation or operation of central air conditioning will be the member's responsibility.

**CENTRAL AIR CONDITIONING  
VILLAGE SQUARE COOPERATIVE  
INSTALLATION ALTERATION PERMIT**

I hereby apply for permission to install the following major appliances and/or make the following alteration in or around my townhouse:

---

---

---

---

---

**All contractors must include a copy of their liability and worker's compensation insurance certificate with the proposal for the alteration.**

Work to be performed by: \_\_\_\_\_ Contractor's License # \_\_\_\_\_

Cost and true value of work: \_\_\_\_\_ Completion date: \_\_\_\_\_

Will any openings be required through wall, windows, or roof? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify that this work will be performed in accordance with all applicable codes and regulations. (City, State, and Federal building codes)

I have attached a copy of the contractor's proposal. \_\_\_\_\_ Yes \_\_\_\_\_ No

I have attached a copy of the contractor's insurance certificate. \_\_\_\_\_ Yes \_\_\_\_\_ No

I have provided copies of the purchase receipts. \_\_\_\_\_ Yes \_\_\_\_\_ No

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address and Unit Number

This permit requested above is hereby (granted \_\_\_\_\_) (denied \_\_\_\_\_) \_\_\_\_\_

**Property Manager**

The installation and/or alteration (is \_\_\_\_\_) (is not \_\_\_\_\_) an authorized improvement and betterment. If an authorized improvement, a value not to exceed \$ \_\_\_\_\_ shall be reflected on the books of the cooperative and in the transfer value of the applicant's membership. If not an authorized improvement, the member may be required to restore the unit to its original condition if the membership is transferred.

Extension of Completion Date: \_\_\_\_\_ Granted \_\_\_\_\_ Denied

Reason for extension: \_\_\_\_\_

This permit is subject to all requirements of the by-laws, Occupancy Agreement and other applicable regulations; (City, State and Federal building codes).

This alteration requires a City Permit: \_\_\_\_\_ Yes \_\_\_\_\_ No

**MUST BE INSPECTED UPON COMPLETION FOR ALTERATION INSTALLATION PERMIT APPROVAL !!**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Property Manager, Village Square Cooperative