

OCEANSIDE COMMUNITY ASSOCIATION

ARCHITECTURAL REQUEST FORM

~ ONLY ONE REQUEST PER FORM ~  
YOU ARE INVITED TO ATTEND TO PRESENT YOUR REQUEST TO COMMITTEE

Please mail or deliver this form (and all supporting documents) to:

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

Oceanside Community Association  
550 Vista Bella · Oceanside, CA 92057  
760.757.3937 – Telephone  
760.757.8177 – Fax

**Recommend all submissions include a picture  
Attach all supporting documentation**

Owner Name \_\_\_\_\_  
*Please Print*

Telephone \_\_\_\_\_

Unit Address \_\_\_\_\_  
*Please Print*

I hereby request approval of the following improvement / modification / change / addition to my property:

**Note:** All requests must be approved by the Architectural Committee AND Board of Directors before the project is started or fines may be applied. (See Section XIII – Penalties – 2008 Residents Handbook)

**Attach any and all plans, specifications, City permit, showing the nature, kind, shape, height, materials and location of requested modification:**

(Refer to Architectural Guidelines & Standards for Complete Details)

Modification / Change / Addition:

- \_\_\_\_\_ Remodeling / Addition
- \_\_\_\_\_ Garage Door / Exterior Door
- \_\_\_\_\_ Fence(s)
- \_\_\_\_\_ Satellite Dish
- \_\_\_\_\_ Window(s) – New
- \_\_\_\_\_ Window(s) – Replacement
- \_\_\_\_\_ Roof
- \_\_\_\_\_ Air Conditioner – New
- \_\_\_\_\_ Air Conditioner – Replacement
- \_\_\_\_\_ Other: \_\_\_\_\_

- \_\_\_\_\_ City of Oceanside Building Permit
- \_\_\_\_\_ Pictures and Full Details
- \_\_\_\_\_ Brochure
- \_\_\_\_\_ Drawings – Plans – Specifications
- \_\_\_\_\_ Size, Type, Location of AC and AC Pad
- \_\_\_\_\_ Neighbor’s Approval Form(s)
- \_\_\_\_\_ Color
- \_\_\_\_\_ Other \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Work to be Done By: \_\_\_\_\_ Homeowner \_\_\_\_\_ Licensed Contractor \_\_\_\_\_ Unlicensed Handyman

Contractor / Handyman Name \_\_\_\_\_

Contractor’s License Number \_\_\_\_\_ Telephone \_\_\_\_\_

**As the owner(s) of this unit, I/We understand that all necessary permits must be acquired prior to commencement of this work and work will not begin until Board approval has been received in writing. I/We are liable for damage, if any; that all work must be completed within 90 days after approval and that the improvement / modification / change / addition is subject to final inspection.**

Owner Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**A LICENSED CONTRACTOR IS REQUIRED BY THE STATE OF CALIFORNIA IF THE TOTAL COST OF LABOR AND MATERIALS EXCEEDS FIVE HUNDRED DOLLARS (\$500).**

## Use of Licensed Contractor

(An excerpt from the Architectural / F&M Residential Design Guidelines and Standards – Page 6)

A licensed contractor is required by the State of California if the total cost of the labor and materials exceeds five hundred dollars (\$500.00).

Home owners can verify the license and bonding of a contractor by checking one of the following:

1. Calling 800-321-2752 or,
2. Go to [www.cslb.ca.gov](http://www.cslb.ca.gov) The Contractors State License Board

The Contractors State License Board (CSLB) protects consumers by licensing and regulating California's construction industry. There are more than 316,000 licensed contractors in the state, in [43 different licensing classifications](#). In addition to educating consumers about contractors and construction law, CSLB activities include administering examinations to test prospective licensees, issuing licenses, investigating complaints against licensed and unlicensed contractors, issuing citations, suspending or revoking licenses, and seeking administrative, criminal, and civil sanctions against violators. In FY 2007/08 CSLB obtained more than \$35.2 million in ordered restitution for consumers.

The CSLB's Statewide Investigative Fraud Team (SWIFT) works to eliminate unlicensed contractors working in California. Undercover sting and sweep operations are conducted weekly around the state.

On this Web site you can find [educational materials](#) about hiring contractors and the construction process. You can also [check the status](#) of a contractor's license, find other important Contractors License Law information and [file a complaint](#).

For their own protection, homeowners are encouraged to:

1. Obtain three estimates for the work.
2. Request and check references of work completed at least a year ago.
3. Ask to be named as additional insured on the contractor's general liability, auto, and workers compensation insurance (If there is a job injury, the homeowner could be responsible for the medical costs. A licensed contractor provides added protection of a \$7,500 bond.)
4. Get a written contract. By law, the down payment can only be the lesser of \$1,000 or 10% of the contract amount.
5. Don't allow progress payments to get ahead of the work; don't make a final payment until the job is completed satisfactorily; and don't pay cash.