



**SCOPE OF WORK / LIST FOR MINOR REPAIRS**

Job Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Please indicate any of the following trades that are included in the scope of work (**Separate permits will be required for Electrical, Plumbing, Mechanical, Roofing and Windows related work**):

**Description of Work**

**Location of Work**

(Specify where on the property the work will be conducted for each description of work)

**Building**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Plumbing/Gas**

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Mechanical** (A/C, Heating & Ventilation)

9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Electrical**

12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Roofing**

15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Total labor & materials estimated value of above repairs: \$ \_\_\_\_\_

Is there a pool on the property? Yes  No  If yes, is the safety barrier up? Yes  No

Repairs for structural damage require plans. The following types of construction require the submittal of plans:

- Roof truss repair/replacement
- Any new construction including additions and alterations
- Damage to load bearing partitions
- Structural Engineer Report for Fire Damage