



CONDOMINIUM DISCLOSURE REQUIREMENTS

1. Fee and Notice Requirements – Planning Division

- Submit Affidavit regarding Notice to Tenants
- Pay Fee of \$150.00 per unit

2. Plans/Permit Review – Building Division

- Submit licensed Architect's or Engineer's Report
- Submit Permit Application and Interior Remodel Worksheet with four sets of Drawings
- A Code Compliance Report will be prepared, if necessary

3. Disclosure Documents – Planning Division

- Submit Condominium Disclosure Documents
- Receive Stamped Disclosure Statement
- Submit 1 Copy of each of the following:
 1. Recorded Declaration
 2. Escrow Agreement with Account Number
 3. Updated Plat (if new construction)

4. Certificates of Occupancy - Building Division

- Certificates of Occupancy will not be issued until construction work has passed inspection and all the above requirements have been met