

[Copy]Permit Enforcement Policy Adoption Resolution – PDF Layout

[NAME OF CONDOMINIUM ASSOCIATION]

BOARD RESOLUTION

ADOPTING THE BUILDING PERMIT ENFORCEMENT POLICY

I. INTRODUCTION

This Resolution is adopted by the Board of Directors of the [Name of Condominium Association] to formally implement the Building Permit Enforcement Policy governing all construction, repairs, alterations, and contractor activities within the Association.

II. RECITALS

WHEREAS, the Association is obligated under Florida Statute 718, the Florida Building Code, and applicable municipal ordinances to ensure all work performed on the property complies with legal permitting and inspection requirements; and

WHEREAS, unpermitted or non-code-compliant work creates risks including structural damage, life-safety hazards, insurance denial, municipal fines, and financial liability; and

WHEREAS, the Board finds it necessary to adopt a clear and enforceable policy governing permit requirements, contractor licensing, inspection procedures, and enforcement actions; and

WHEREAS, the Board delegates day-to-day permit oversight responsibilities to the Property Manager to ensure compliance and proper documentation.

III. RESOLUTION

1. Adoption of Policy

The Board hereby adopts the Building Permit Enforcement Policy, attached as *Exhibit A*, as the official policy of the Association.

2. Delegation to Property Management

The Property Manager is authorized and directed to:

- Verify permit requirements for all work affecting common elements or building systems.
- Confirm contractor licensing and permit issuance.

- Maintain a Permit Log and all related documentation.
- Issue stop-work orders for unpermitted or unsafe activity.
- Coordinate inspections and ensure permits are properly closed.
- Enforce violations in accordance with the Association's governing documents.

3. Owner Responsibilities

Unit owners must comply with all permit requirements, provide copies of permits before work begins, use licensed contractors, schedule inspections, and correct violations at their own expense.

4. Enforcement

The Board may impose fines, suspend use rights, require corrective action, or pursue legal remedies-including mandatory injunctions-against any owner or contractor who violates the Permit Enforcement Policy.

5. Recordkeeping

All permit documentation, inspection reports, violation notices, and closure confirmations shall be maintained as part of the Association's official records.

6. Effective Date

This Resolution shall take effect immediately upon adoption and remain in force until amended or rescinded.

IV. CERTIFICATION

I, the undersigned Secretary of the Association, hereby certify that the foregoing Resolution was adopted by the Board of Directors on the ___ day of _____, **20**.

Secretary, Board of Directors
[Name of Condominium Association]

EXHIBIT A

Building Permit Enforcement Policy (Insert full policy text here.)