

Seventh-day Adventist Church
FLORIDA CONFERENCE

In the lifetime of a building, it may become necessary or wanted to make major changes to the building and its layout. Many times, once you go beyond cosmetics, you find the need for structural repairs and or renovations. These types of repairs are more advanced as they may require a structural engineer and plans to meet code requirements. This type of project requires the property development department to be involved as permits will be required. Therefore, property development should be brought in at the very beginning of the project.

Step 1: Contact the Property Development Department

It is important that the Property Development department has a full picture of your project. This way, they can provide directions to the church on the best course of action and ensure that the right people are hired for your project from the beginning.

Step 2: Get Renovation or Repair Quotes

Property Development requests that a minimum of 3 quotes be submitted on any given project to help the church understand the actual cost of repair or renovation. In some instances, an architect or structural engineer may need to be consulted prior to finding a contractor. All contractors must be licensed commercial contractors in the state of Florida. Please do not sign any contracts as the church does not have the authority to do so.

Step 3: Determine Funding

Sometimes a project is expected and sometimes it is not. Prior to selecting a quote to move forward with, the church must determine its source of funding. This could include but is not limited to Surf Loans, Agency Loans, Cash-on-Hand or insurance payments. If your church needs a loan to cover the expense please see the Loan Policy.

Step 4: Select a Contractor

The church decides which contractor they will use, as long as the contractor meets the Property Development Department's requirement for licensure and insurance. Contractors must:

1. Be appropriately licensed.
2. Be able to obtain a bond.
3. Have liability insurance and provide proof of Workers' Compensation Insurance (no waivers).

All projects must be done with permits and in accordance with the current Florida Building Code. Please do not sign any contract, as the local church does not have the authority to do so, which can cause additional expense and delay at the end of the project.

Step 5: Begin the Project

After the Contractor Has been selected, the property development department will work with the contractor to obtain the necessary permits and notice of commencement to begin the process. It may take several weeks from the acceptance of a contract to the commencement of work.

