

Seventh-day Adventist Church  
FLORIDA CONFERENCE

**Repairs**

Over time things will inevitably need to be replaced or repaired. Many contractors will tell you that you do not need a permit. This information is often FALSE!!! Any project to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Florida Building Code, or to cause any such work to be done, require permits. Repairs that do not involve the replacement or rearrangement of valves, pipes or fixtures do not require a permit. Some projects may require a Conference-approved Owner's Representative.

**Step 1: Get Quotes**

Property Development requests that a minimum of 3 quotes be submitted on any project to help the church understand the actual cost of repair or renovation. Sometimes, an architect or structural engineer may need to be consulted before finding a contractor. All contractors must be licensed commercial contractors in the state of Florida. Property Development will vet the contractors you choose to ensure they meet the requirements or provide names of pre-approved contractors. Please do not sign any contracts as the church has no authority to do so.

**Step 2: Contact the Property Development Department**

The Property Development department needs to review all quotes, contracts, business licenses, and insurance certificates. Only an officer of the Conference Association can sign contracts, permit applications, and Notice of Commencements (NOCs). Property Development will work on having the documents signed.

**Step 3: Determine Funding**

Sometimes, a project is expected, and sometimes, it is not. Prior to selecting a contractor to proceed with, the church must determine its source of funding. This could include, but is not limited to, SURF, Agency, Cash-On-Hand loans, or insurance payments. Please work with Property Development.

**Step 4: Select a Contractor**

The church decides on a contractor who meets the Property Development Department's requirement for licensure and insurance. All projects must be done with permits and according to the current Florida Building Code. Please do not sign any contract, as the local church does not have the authority to do so, and this can cause additional expense and delay at the end of the project. ALL contracts, Permit Applications, and Notice of Commencements must be signed by an officer of the Association.

**Step 5: Begin the Project**

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

