



Special Instructions to Contractors, Architects and Service Personnel

The follow excerpts are taken from the ORCA Building Regulations and Restriction.

A complete set of regulations is available at the ORCA office, 35 Ocean Reef Dr. Suite 220 or call 367-3067.

1. All constructions sites must be cleaned daily of all debris to avoid adverse impact on adjacent properties. If a request by the Architectural Committee to keep a site cleared of debris goes unheeded by the contractor, the committee shall hire, at the contractor's expense, someone to remove the debris, or issue a "stop work order" on a job site unit the condition is rectified.
2. Portable restroom facilities must be at least 25 feet back from the edge of the road and from the side property lines, and must face away from the street.
3. A stop work order may be placed on a job site if a contractor or builder constructs or builds without following the ORCA approved plans in relation to the ORCA Building Regulations and Restrictions, and is subject to a fine to be determined by the Board and may be denied access to Ocean Reef.
4. An ORCA permit is required for all construction projects, and each contractor must provide a refundable contractors deposit. The amount of the deposit is set by ORCA from time to time payable to ORCA. The deposit will be used by ORCA to correct violations of the rules and regulations. Should the contractor or builder not respond with appropriate action to reasonable requests of the committee and/or their representative within three (3) days, the necessary repairs (i.e. refuse clean-up, street cleaning or patching, removal of non-property). Should the fund be exhausted, the contractor or builder will be required to deposit an additional amount as determined by ORCA before work may commence.
5. Only one sign may be displayed at a building site during construction. The sign may be on large than three (3) feet by two (2) feet and shall be limited to the following information: Name of the architect, contractor, property owner and address of completion of construction shall remove the sign. If a sign is erected, it should include the ORCA and Monroe County building permits.
6. All construction personnel, service workers and employees must remain at the site of their employ. No solicitation of any kind will be permitted.
7. Shirts must be worn in all public areas. Tank tops are not appropriate attire and not permitted.
8. Parking of trucks, construction or service vehicles, (vans, trailer, etc. are only permitted to park at the job site. No vehicles are permitted to park after regular hours. Parking in the roadway or blocking traffic is prohibited. Tickets for violations will be issued by Public Safety Department.

All commercial licensed vehicles, construction and service vehicles (trucks, vans, trailers, etc.) must have the name of the business and/or owner operator, location and telephone number posted on the side of the vehicle in neat and readable lettering.

Maintenance, Service and Construction Work Periods

Date	Work Hours
May 15 – October 31 Monday – Saturday	7 am to 6 pm (Only pile driving for docks is permitted)
November 1 – May 14 Monday – Friday	8 am – 5 pm (No pile driving)

No work is permitted on Sundays or the following legal holidays: New Year’s Day; Good Friday, Saturday and Easter Sunday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day. The ORCA Board of Directors will establish the Christmas Holiday work schedule in January of each year.

These regulations will be strictly enforced by ORCA and Ocean Reef Public Safety Department. Any request for exceptions to these rules must be submitted in writing and approved by the ORCA Architectural Committee.

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