

STRATA PLAN – _____

RENOVATION REQUEST PROCEDURES

APPLICATION & APPROVAL PROCESS

**** Application must be completed and signed by the Strata Lot Owner ****

1. As required by the bylaws of Strata Plan _____, Strata Lot Owners must apply to the Strata Council for permission to commence renovations. If you have not already received a copy of the Bylaws, please contact the Property Manager.
2. It is important that the applicable Bylaws and Renovation Rules are read and understood. If you have any questions regarding the Bylaws or the regulations, please contact the Property Manager for clarification.
3. Before Council will consider your application for approval you must complete Renovation Request Form.
4. Upon receipt of the information, your request will be forwarded to the Strata Council for review. Council Meetings are generally held every 4-8 weeks. The Strata Council will make every effort to process your request in a timely manner, however we cannot guarantee a specific timeline.
5. Upon approval of your renovations, you will be required to submit a: signed Indemnity Agreement form, and notify the neighbouring strata lots of your renovation schedule.

BUILDING & TRADE PERMITS

1. The appropriate City or Technical Safety BC permits must be obtained before commencing any renovations.
2. In order to obtain permits an original signed letter of approval from the Strata Corporation may have to be submitted with the Permit application.
3. Information regarding permits can be obtained from your municipality building permit office and/or Technical Safety BC.
4. Owners will need a building permit and at least one trade permit for:
 - (a) Moving interior walls and partitions
 - (b) Moving existing plumbing, electrical or gas lines
 - (c) Installing new plumbing, electrical or gas lines
5. Owners will need a trade permit for:
 - (a) Any work on a fire sprinkler system
 - (b) Any work on a gas system
 - (c) Most work on an electrical system
 - (d) Most work on a plumbing system

STRATA PLAN – _____
RENOVATION REQUEST FORM

Date Submitted: _____

Owner's Name: _____

Unit Address: _____ Strata Lot # _____

Phone # _____ Email: _____

SECTION A: GENERAL DESCRIPTION OF THE PROPOSED WORK

1. Describe all the work you plan to do (attach a separate sheet if necessary):

2. Attach any photos, plans, or marked up building floor plans you may have.

3. When do you plan to start work? _____

4. When do you anticipate finishing the work? _____

NOTE: If the work is not finished within the dates approved please update the strata corporation and surrounding strata lots with the new schedule for completion.

SECTION B: GENERAL CONTRACTOR (if applicable)

Name of General Contractor: _____

Name of Onsite Contact Person: _____

Phone #: _____ Email: _____

SECTION C: SCOPE OF WORK

1. Are you doing any work that involves the following?

(a) Electrical YES ___ NO ___

(b) Plumbing YES ___ NO ___

(c) Sprinkler YES ___ NO ___

(d) Interior Walls (moved or modified) YES ___ NO ___

2. If you have answered yes to any of the above, please describe in detail:

(a) Electrical:

(b) Plumbing:

(c) Sprinkler:

(d) Walls:

3. Will you be obtaining the necessary permits from the City?

(a) Electrical Permit YES ___ NO ___

(b) Plumbing Permit YES ___ NO ___

(c) Sprinkler Permit YES ___ NO ___

(d) Building Permit YES ___ NO ___

4. If your contractor has advised you that an electrical, plumbing, sprinkler or building permit is not required, state the reason(s) given:

(a) Electrical:

(b) Plumbing:

(c) Sprinkler:

(d) Walls:

SECTION D: FLOORING

1. Are you changing any existing flooring? YES ___ NO ___

2. If yes, please include the type and name of underlayment products to be used and attach a brochure/information sheet with the specifications (including the STC & IIC ratings). Please review your strata corporation's bylaws as there may be additional regulations on the use of area rugs or carpets following installation of hard surface flooring.

3. Does the underlayment meet the current requirements of Strata Plan _____? YES ___ NO ___

Installation of Flooring: Any installed flooring should not create sound transference that will unduly affect the quality of life of other strata lot residents. An owner must ensure that hard surface flooring or carpeting is installed with an acoustic underlayment membrane suitable for the flooring material and which meets or exceeds the acoustic impact standards adopted from time to time by the Strata Council and set out in the Rules. Confirmation of approved underlay under any hard surfaced flooring must be provided to the Strata Council prior to installation.

SECTION G: SIGNATURE

Owner: _____
Name Date

Signature

NOTE: This form must be signed by the Owner of the Strata Lot and all necessary attachments provided before it will be submitted to the Strata Council for approval.

COMPLETED RENOVATION REQUEST FORMS SHOULD BE EMAILED TO:

managers@stratacomgmt.com - Indicate in the subject line 'Strata Plan _____'

OR A COPY OF THIS FORM MAILED TO:

Strataco Management Ltd.
c/o: Strata Plan _____
#101 – 4126 Norland Avenue
Burnaby, BC
V5G