

Alteration Request Form

Date of Request: _____

Proposed Start Date: _____

Strata Plan: _____

Unit #: _____

Address: _____

Name of Owner: _____

Name of Owner: _____

Phone: _____ Email: _____

Phone: _____ Email: _____

Step 1: Please review your Strata Corporation Bylaws to ensure that the alteration you are requesting is permitted. The Bylaws may outline the minimum or maximum requirements and other important information that you will need to know. *Please refer to the email sent to you with this form for access to the portal to obtain the bylaws if you do not have a copy.*

Step 2: Your application request will be reviewed in due course; the average wait time is up to a maximum of 2-3 weeks to complete the entire process, please plan accordingly. Our Administration team and the strata's council, will work with you throughout this process.

Step 3: Please refer to the "**Document Guideline**" on the last page of this request form. Further information may be required in order to approve your agreement and sourcing them ahead of time may help streamline and expedite this process.

This form is to be used to collect the information needed to provide you with the appropriate Alteration Agreement. This is not an official approval. Your work may NOT begin until an approved Alteration Agreement has been provided. No deviation to the proposed work submitted in this request is allowed, any additions or changes will need to be re-submitted.

PROPOSED SCOPE OF WORK

Unit Alterations, Limited / Common Property Alterations **Excluding Flooring * (see page 3)*

Please provide a detailed description of the “addition, alteration, or improvement” that is being proposed and include a sketch or drawing(s) if needed. The more details you can provide the better.

Drawing(s) / Sketches(s) Attached? Yes No

PROPOSED SCOPE OF WORK

Flooring Replacement(s)

Replacing Flooring: Yes No

Please fill out the table below to indicate all areas that you are proposing to replace flooring. Please attach a “spec” sheet or information sheet which is a list describing the specifications of a product chosen. You may need to contact the company to get this information. This must show the underlay specifics.

Location of Flooring	Current Flooring	New Flooring Type
<i>Example: Livingroom</i>	<i>Example: Carpet</i>	<i>Example: Laminate</i>

When it comes to flooring replacements, the more muffled the sound, the better, especially in a multi-story building, house, apartment, or condominium. This is why the flooring agreement is done separately to try and limit the potential impact of the sound transmission and possible low-quality flooring being installed that creates a large amount of sound such as walking in hard-soled shoes, furniture moving, dropped objects, or even dog claws. Without anything to absorb it, sound waves can spread, multiply, and echo off the walls, amplifying even a small sound to a distracting crescendo with the right acoustics.

**Flooring Specifications “Spec” Sheet
or Information Sheet Attached? Yes No**

Document Guideline

Please refer to the table below and indicate which documents you have or are in the progress of obtaining. This serves as a reminder of documents that may be requested of you in order to complete the unit alteration agreement and obtain approval. Sourcing out these items in advance may help in expediting this process and streamline the application. We understand that some documents may come during or after work has commenced.

<u>Type of Work Proposed</u>	<u>City / Building Permit Required?</u>	<u>Worksafe BC Clearance Letter</u>	<u>Insurance Certificate Obtained</u>
Engineer – Structural (Wall Removal)	Example: In progress with City Hall		
Gas Heating & HVAC		Example: No – Not Applicable	
Electrical			Example: Yes
Plumbing	Example: Yes – Will be supplied after work completed		
Exterior	Example: No – we have attached supporting docs		
General Contractor		Example: Yes, attached	

Asbestos Report Attached? Yes No

Please note that a Certified Environmental Abatement company will be required to perform an asbestos test and provide a report your building was built prior to 1990.