

Owners' Request for Alteration to Strata Lot

Date of Request _____ Owner / Occupant _____
 Strata Corporation _____ Unit _____

Estimated Start Date		Estimated Completion Date		Will the unit be occupied during?	
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Type of Alteration Requested
(check all that apply)

- Structural Electrical Plumbing Flooring Other

Do you require strata blueprints?

- Yes No

Does this require building system shutdown?

- Yes - Electrical Yes – Water Yes - Heating Yes – Other No

Development Permit(s)

(if applicable)

Preamble

Any proposed renovation works to a strata lot or any proposed landscaping or tree trimming on limited common property (“LCP”) or common property (“CP”) requires the written approval of the strata council prior to commencement of any works.

The purpose of this package is to help owners contemplating alterations. We feel we should aim to assist owners to obtain the maximum enjoyment, value and recreational use from their unit consistent with the common good, with particular reference for safety.

How To Start

- Obtain or prepare accurate, detailed drawings of the proposed alterations.
- Get approval from a structural engineer for the development (if changing structural integrity of the unit.)
- Return these documents with a complete copy of the accompanying agreement to the strata property manager, for review of your application by strata council.
- Obtain a building permit from the City of Vancouver. If this is required, you may also need to obtain a Minor Variance Permit for some projects.
- Obtain a Certificate of Builders Risk Insurance.
- Agree to have inspections performed by the strata agent to review progress of the project. These will be performed as requested by the strata council. There is a cost associated with this.
- Agree to provide the strata agent with a detailed construction schedule, which will be updated, should the project fall behind.

Where the alteration affects the exterior of a unit, you will be required to obtain written approval of the owners in the adjacent units, which needs to be attached to your application. It is also noted that the Strata Corporation at the cost to the unit owner will perform any required maintenance to additional exterior space. This clause holds true even when ownership of the strata lot changes.

Things to Remember

- The Council is primarily concerned with the safety of alteration, Structural details will be verified by the engineer and the building inspector, and advice should be obtained from same regarding conformity with the building code and fire rating worthiness.
- The legality of the alteration is another concern of Council, especially with the proposed extension of a unit beyond its existing space. The Council has some discretionary powers to approve enclosures of common property (i.e.: balconies) but such approval would only be given after consideration of each individual case.
- Aesthetic appeal of any alteration is another concern, particularly as alterations affect the appearance and use of the development. Owners would be expected to conform to existing wood finishes, window types and sizes, siding, colors, etc.

Application for Consent to Alterations

I/We, _____, the owner(s) of strata lot no. _____, (the Strata Lot") Unit # _____, B. C., (the "Owner") hereby requests the approval for the proposed alterations set out in Schedule A hereto (the "Alterations") to their Strata Lot or limited common property related to the Strata Lot, from the Owners, Strata Plan _____ (the "Strata Corporation") and acknowledges that: *(please initial each section)*

- The Owner has read the Strata Corporation's bylaws and in particular those bylaws set out in Schedule B hereto.
- The Owner acknowledges that prior to commencing the Alterations it shall provide the Strata Corporation with Contractor's Particulars set out in Schedule C.
- The Strata Corporation may refuse to provide consent; may consent to portions of the Alterations; or may impose terms and conditions on any such consent.

The Owner further acknowledges that in the event that consent is given: *(please initial each section)*

- The Owner will be responsible for obtaining all municipal and other permits required for the Alterations and shall provide copies of such permits to the Strata Corporation prior to commencing the Alterations.
- The Owner shall be solely responsible for any direct or indirect costs related to the installation, construction, maintenance, use, operation and repair of the Alterations including any costs or expenses provided for under the bylaws or rules of the Strata Corporation.
- The Owner shall comply with all bylaws and rules of the Strata Corporation relating to the installation, construction, maintenance, use, operation and repair of the Alterations, including but not limited to the bylaws set forth in Schedule C hereto.
- The Owner agrees to cause its contractors to comply with all bylaws and rules of the Strata Corporation.
- That prior to commencing the Alterations, the Owner will be required to sign an Acknowledgment and Waiver Regarding Liability For Alterations Agreement waiving any claims to which the Owner or the "Owner Parties" may become entitled for injury, damage or loss and releasing the Strata Corporation and all owners in Strata Plan, its representatives, agents and employees and the Strata Council (the "Other Owners' Parties") and waives any liability of the Other Owners' Parties for any injury or financial loss resulting from the installation, operation or use of the Alterations and for any liability and responsibility for the repair and maintenance of the Alterations.

Owner Signature:	
Owner Signature:	

Date	
Date	



—PROPERTY MANAGEMENT—

T 604 439 8848

F 604 439 8804

E info@atira.ca

405 Powell Street

Vancouver, BC V6A 1G7

Schedule A

(List of alterations for which Consent is Requested)



T 604 439 8848
F 604 439 8804
E info@atira.ca

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Vancouver, BC V6A 1G7

Schedule B

(Key Bylaws)

Schedule C

Contractor's Information

Contractor Name	
Address	
Fax #	
Site Superintendent Name	
Site Superintendent Contact #	
Business License #	
WorksafeBC #	
Contractor's Insurance Agent	
Policy #	
Plumbing Permit #	
Electrical Permit #	
Building Permit #	
Final Building Inspection #	

Strata Council Use Only

By signing below, Council has approved the alteration listed in this package by a majority vote.

Strata Council Member Signature	
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Date: _____

Strata Council Member Signature	
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Date: _____

Acknowledgement and Waiver Regarding Liability for Alterations

(to be completed upon acceptance. This form must be submitted to the Property Manager before work can commence)

In consideration of the Strata Corporation _____ (the "Corporation") approving our Application for Consent to Alterations (the "Application") I/We, _____, the owner(s) of strata lot no. _____, (the Strata Lot") Unit # _____, B. C., (the "Owner") agree as follows:

Assumption of Responsibility

I/We understand that it is my/our responsibility to ensure that all work relating the the alterations set forth in the Application are performed with the highest standard of safety and care and that all regulatory requirements are upheld. More particularly, I/We appreciate the Corporation holds no responsibility for damages or costs that may be caused or incurred as a result of the work.

I/We understand and agree to the following:

- All work will be performed with a consideration for our neighbors' peaceful enjoyment
- All work must be performed during times and dates permitted in the Corporation bylaws
- All refuse must be removed in a safe practical fashion in accordance with the Corporation bylaws. Refuse cannot be disposed of in the Corporation waste bins.
- Any work requiring a building system shutdown requires at least 5 business days' notice to the Property Manager. A cost may be incurred if a technician visit is required. *(exceptions apply, pending scheduling availability)*
- Requests for elevator lock-outs must be made in accordance with the Corporation bylaws
- Any work that causes an accidental fault in the fire-monitoring system will require a technician visit of which I/We are responsible for all costs.

Liability Waiver

By signing below, I/We hereby waive any claims to which the Owner or the "Owner Parties" may become entitled for injury, damage or loss and releasing the Strata Corporation and all owners in Strata Plan, its representatives, agents and employees and the Strata Council (the "Other Owners' Parties") and waives any liability of the Other Owners' Parties for any injury or financial loss resulting from the installation, operation or use of the Alterations and for any liability and responsibility for the repair and maintenance of the Alterations.

I/We release, indemnify and save harmless the Strata Corporation, all owners in the Strata Plan, its employees, volunteers and agents from any and all liability for any loss, damage, injury or expense I/We may suffer as a result of the execution of the alterations set forth in the Application. I/We understand that this waiver cannot be modified or interpreted except in writing by the Corporation and that no oral modification or interpretation shall be valid. The waiver shall be effective and binding upon my/our heirs, next of kin, executors, administrators and assigns, in the event of death.

I/WE HAVE READ THIS DOCUMENT CAREFULLY AND I/WE ACKNOWLEDGE MY/OUR RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER ON MY/OUR LEGAL RIGHTS AND RESPONSIBILITIES

Owner Signature:	
Owner Signature:	

Date	
Date	