

RENOVATION OR ALTERATION APPLICATION

Ask for approval before work that affects common property, structure, waterproofing or appearance.

Many renovations need approval, and some need a by-law or a general meeting vote. Floors, bathrooms, air conditioners, windows and anything touching walls, pipes or waterproofing usually do.

OWNER NAME(S)

LOT / UNIT

PHONE

EMAIL

DESCRIBE THE WORK (ATTACH PLANS, SPECIFICATIONS AND PRODUCT DETAILS)

THE WORK INVOLVES

- ☐ Structure / walls
 ☐ Waterproofing / wet areas
 ☐ Floor coverings
 ☐ Plumbing / electrical
☐ External appearance
 ☐ Air conditioning
 ☐ None of these

CONTRACTOR

LICENCE NUMBER

INSURANCE SUPPLIED?

PROPOSED START

PROPOSED FINISH

WORKING HOURS

- ☐ I will repair any damage to common property caused by the work
☐ I will not start until written approval is given
☐ I will follow the scheme's by-laws / rules on noise, hours, rubbish and lifts
☐ I will provide certificates on completion (e.g. waterproofing, electrical)

OWNER SIGNATURE

NAME

DATE

COMMITTEE USE

DECISION

- ☐ Approved
 ☐ Approved with conditions
 ☐ Needs general meeting / by-law
 ☐ Refused

CONDITIONS OR REASONS