

APPLICATION FOR MAJOR ALTERATIONS TO A UNIT

Unit Number: _____

Date: _____

Owners Name: _____

1. Description of Alteration

Attach sketch and/or photographs to help explain the alteration

2. Other pertinent information:

I agree that should the Board of Directors and/or the Bylaws of the Condominium Corporation have technical or aesthetic requirements which are more stringent than those of any government, safety or other authority having jurisdiction I will abide by the Board/Bylaw requirements.

I understand that I will be responsible for all resulting Board costs for seeking professional advice before making any decision and all Board costs relating to permits, inspections and compliance certificates from the appropriate authority having jurisdiction. I further understand that I am responsible to determine what permits or approvals are required, to obtain all necessary permits or approvals and to send copies to the Board in advance of any work being performed.

I also agree to provide the Board with copies of photographs, inspection reports and compliance certificates upon satisfactory completion of the work. Satisfactory completion means approval or acceptance by the authority having jurisdiction and/or the Board of Directors or their appointed representative(s).

I agree that I will personally be responsible for any and all damages to my property, the common elements and/or any other condominium unit which may be affected as a result of the alterations to my unit made by myself and/or the persons contracted by me to undertake the said alterations.

I agree that all electrical work undertaken within the interior of the unit will be inspected by the Electrical Safety Authority at my expense. A copy of the Electrical Safety Authority approval will be forwarded to the Board immediately upon receipt.

I agree that if the completed alteration results in increased noise in other units and complaints from other owners I will do whatever is necessary to reduce the noise to an acceptable level. Failure to do so may result in the project being rejected and require the unit to be returned to its original design.

I further agree that I have read and understood all of the requirements and limitations outlined in this application and that all of the information provided by me is accurate to the best of my ability. I also agree to abide by the decision of the Board of Directors with respect to this application.

Signed: _____

BOARD REVIEW OF REQUEST FOR UNIT ALTERATION APPROVAL

(Board review will normally take place at a regular monthly meeting)

1. Are the details of the planned alteration described clearly?

Yes No

2. Do we have enough information to make an informed decision?

Yes No

3. Have requests for similar alterations been received in the past?

Yes No

4. If yes, were they approved or rejected?

Approved Rejected

5. Do we require professional advice before approving?

Yes No

BOARD APPROVAL/REJECTION

The requested alteration has been discussed by the Board of Directors and is:

Approved Rejected _____ (Explanation)

Date: _____ Signature: _____

NOTE: *If the Board has approved this project, the said approval is contingent on the owner making the alteration according to the detailed plans that have been approved and on the owner obtaining all of the required permits and inspections. Failure to do so may result in the project being rejected and require the unit to be returned to its original design.*