

Application for In-Suite Alterations

Please mail the completed form to 700 – 200 Granville Street, Vancouver, BC, V6C 1S4 or fax to: 604.689.4829. An Indemnity Agreement is attached below, to be completed and signed by you, subject to strata council’s approval. Do not commence work unless written approval from strata council has been received.

Step 1: Please check the Strata bylaws to ensure such alteration is permitted. Please check “Obtain approval before altering a strata lot” section. It lays out the requirements and other important information you need to know before making the application.

Step 2: Complete the following application and submit to our office at 700 – 200 Granville Street, Vancouver, BC, V6C 1S4 or by fax to 604.689.4829. Our office will redirect your application to the strata manager of your building.

Date of Application: _____

Owner’s Information:

Name of Owner(s)	Strata Plan	Strata Lot	
Address of Strata Lot	City	Province	Postal Code
Mailing Address (if different from above)	City	Province	Postal Code
Phone Number (Res)	Phone Number (Bus)	Phone Number (Cell)	Email Address

The following questions MUST be completed:

Areas you plan to change:

Details for proposed changes:

The name of the company/contractor you are going to engage for the installation:

Is your contractor insured? (**Note:** Your contractor must carry Contractor Liability Insurance before your application can be processed. A coverage of \$2M is recommended to fully protect you and your Strata Corporation)

Step 3: Your application will be reviewed and approved in due course.

It is important for you NOT to commence work until receipt of the written approval. Please allow 2 – 3 weeks for processing time and we appreciate you do not contact our office until then. Thank you in advance for your attention and co-operation.

Tips to Remember:

- Consider buying a betterment insurance coverage for your improvements.
- Please ensure your contractor removes and disposes any construction waste materials off-site to avoid unnecessary fines and chargebacks to your account, as disposal of such materials in the building’s garbage and recycling bins is prohibited.
- Ensure your contractor abides to the building bylaws/rules and municipal bylaws governing when works can be carried out.