



STRATA LOT ALTERATIONS PROTOCOL

Date of Application: _____

Step 1: Please review your Strata Corporation Bylaws to ensure such an alteration is permitted. The Bylaws may outline the requirements and other relevant important information you need to review and adhere to before making the application.

Step 2: Fully complete the following application below and submit to our office by fax, mail, or by emailing your Strata Agent directly;

Owner's Information: Information provided in this submission will <u>not</u> be used to update contact information already on file.			
_____	_____	_____	_____
Full Name of Owner(s)	Strata Corporation Name	Strata Plan #	Lot/Unit #
Address of Strata Lot: _____			
Mailing Address (if different from above): _____			
Current Phone number(s):		1) _____	2) _____

Alteration Proposed to: *Limited Common Property (LCP)* _____ *Common Property (CP)* _____

Alteration Requested: _____

Municipal Building Permits required to perform the "Alteration": Yes ___ No ___

Specifics & Details on the alteration propose (*please attach a sketch of the planned changes*): _____

Company/Contractor Information you are going to engaged to perform requested alterations: _____

Is your Contractor licensed & insured? Yes ___ No ___ Expected time to complete alterations: _____

(Note: Contractors *MUST* carry & provide proof of current Contractor Liability Insurance & Work Safe BC standing before your application will be processed. Coverage of \$2,000,000.00 is recommended to fully protect your strata lot, indemnify & save harmless, the Strata Corporation & other Owners of property within the Strata Development, from any & all costs, damage, loss or liability, which may occur to such parties by reason of the carrying out of the work related to "the alteration".)

Step 3: Your application will be reviewed and approved in due course as your Strata Council Members are volunteers. Please note that additional information/documentation may be required. Upon approval, your Strata Agent will be in contact with you to sign an Assumption of Liability Agreement.

It is imperative that you NOT commence work until in receipt of the WRITTEN approval. Please allow atleast 2-3 weeks for processing time. Thank you in advance for your attention and co-operation with respect to this important matter.