

APPLICATION FOR CHANGES TO THE COMMON ELEMENTS/UNIT

Owners must request and receive permission from the Condo Board before making any additions or alterations to the common elements. *(Note: Only registered owners may apply.)*

Name: _____

Date: _____

Condo: _____

Unit: _____

I am requesting permission to:

- | | | |
|--|--|---|
| <input type="checkbox"/> Install natural gas service | <input type="checkbox"/> Install a fireplace | <input type="checkbox"/> Install an air conditioning unit |
| <input type="checkbox"/> Fence in my rear yard | <input type="checkbox"/> Install/replace screen door | <input type="checkbox"/> Renovate my kitchen |
| <input type="checkbox"/> Alter my back patio | <input type="checkbox"/> Renovate my basement | <input type="checkbox"/> Renovate my bathroom |
| <input type="checkbox"/> Other: _____ | | |

Do the proposed alterations involve changes to any of the following:

Plumbing lines or fixtures: Yes / No Electrical: Yes / No Walls/Structure: Yes / No
(If you answered yes to any, please include details below.)

Is there an Indemnity Agreement registered on title for your unit? Yes No I don't know

Details of proposed changes: _____

Please attach another page if necessary. Please attach a drawing of proposed changes, if possible.

If Board of Directors approves your request, the following conditions will apply:

- The owner is responsible for ensuring the safety of the work on site, including ensuring that the responsibilities of the Occupational Health and Safety Act, Regulations and Code are followed on site.
- A licensed and insured contractor must be used to complete the addition or alteration to the common elements/unit. The Owner assumes all liability for their contractor/trade and their performance.
- The Owner is responsible for providing all contractors and trades with a copy of this approval and for ensuring their full compliance with all conditions and requirements contained herein.
- All work must be done to a professional standard and must meet current Building Code requirements. All required Permits, Locates and Inspections must be obtained within the appropriate timeframe and at the Owner's expense.
- The Owner is responsible for determining whether a building permit is required and for obtaining such at the Owner's cost. Where permits or inspections are required, copies of final permits and inspection sign-offs must be provided to the Corporation upon completion of the work.
- If any electrical work is done, an ESA inspection must be completed at the owner's expense, and the report must be submitted to the property manager.

- Work must not adversely affect the building envelope, structural components, mechanical systems, or other units.
- Construction materials and supplies are not permitted to be stored on common property, including the front and back yards, balconies and parking spaces. The Owner is responsible for the cleanup and disposal of all materials and debris at the Owner's cost.
- The Owner and any successive owners of the condo unit will have ownership of, and will be solely responsible for the installation, maintenance in a first-class condition, repairs to and insurance of the addition or alteration to the common elements/unit and for all the costs associated therewith.
- If the Owner or any successive owner of the condo unit breaches his/her obligations hereunder, the Board can require the Owner to remedy the breach, which may include requiring the Owner to remove addition or alteration to the common elements/units at the sole expense of the Owner.
- Any and all costs, charges, damages or expenses, including legal costs, incurred by the Corporation as a result of the addition or alteration to the common elements/unit shall be paid by the Owner or any successive owners within twenty (20) days of being billed for same. These costs are deemed to be common expenses attributable to the Unit, and would be recoverable pursuant to the Condominium Act (1998) as amended.
- All installations including, but not limited to, piping and venting must be done at the back of the unit, in the exclusive use common element area. No piping/venting, etc., is permitted on the side of the unit.
- Natural gas lines (and other utilities) should be run underground to the home wherever possible, and any grounds repair required following the installation is the sole responsibility of the owner, not the corporation. Natural gas lines may not be attached to the privacy fences in any way.
- Work must be completed between the hours of 8:30 am and 7:00 pm if the noise generated from such work could reasonably cause disruption or annoyance to other residents.

Depending on the nature of your request, other conditions could apply as well. Details will be provided upon the approval of your request.

I acknowledge that I have read and understand the contents of this application form. I certify that the information provided on this application is accurate. I agree that, if my application is approved, I will comply with all conditions and requirements outlined in this document.

Name: _____ Signature: _____ Date: _____

FOR CONDO USE ONLY

- The application is approved subject to and governed by the Corporation's indemnity agreement registered on title, as amended from time to time. The approval applies only to the work as described herein, and any material change requires further written approval from the Board.*
- The application has been denied*

CONDITIONS: _____

Name: _____ Signature: _____ Date: _____