

**BYLAW 5(1) (i)**  
**TERMS AND CONDITIONS OF**  
**SUITE RENOVATIONS OR ALTERATIONS:**  
**STRATA VR 1591**

As required by Strata Corporations Bylaws, an owner must apply to the Strata Council for permission to commence renovations or alterations. Approval from the Strata Council must be obtained prior to applying to the City of Vancouver for required permits or licenses.

Strata VR 1591 Corporation must not unreasonably withhold its approval under Bylaw 5(1)(i) for an owner to renovate or alter a strata lot providing the owner agrees to bylaw terms and conditions in writing.

Information regarding building permits can be accessed at the following City of Vancouver websites:

[http://vancouver.ca/commsvcs/developmentservices/enquiry\\_centre/Permits/buildingpermits.htm](http://vancouver.ca/commsvcs/developmentservices/enquiry_centre/Permits/buildingpermits.htm)

[http://Vancouver.ca/commsvcs/development\\_services/enquiry\\_centre/Permits/tips.htm](http://Vancouver.ca/commsvcs/development_services/enquiry_centre/Permits/tips.htm)

**A. STRATA VR 1591 REQUIREMENTS BEFORE SUITE RENOVATION OR ALTERATION APPROVAL**

- A completed Strata VR 1591: Request for Approval of Renovation/ Alteration (R/A) Form must be submitted. (See attached R/A Form)
- Prior to an R/A approval an on-site meeting must be arranged by the owner with appointed Strata VR 1591 representative to review the submitted scope of the proposed R/A.
- An owner must obtain written approval for any R/A within their suite from Strata VR 1591 before any R/A work commences.
- An owner must have all City of Vancouver approved permits and licenses in place prior to any R/A commencing. Copies must be forwarded to Strata VR 1591 upon approval. It is the owner's responsibility to obtain all required permits and licenses.
- An owner must obtain a written letter from Strata VR 1591 addressed to the City of Vancouver Building Dept. indicating both the knowledge and acceptance of the proposal prior to applying for permits or licenses.
- An owner must complete a proposed R/A project completion schedule. Project to be completed 90 days after start date.
- All contractors will provide certificates of commercial General Liability Insurance of not less than \$1,000,000, Compensation number, and TQ tradesman numbers as required that will be employed on site.
- An owner will provide a General Liability Insurance that indemnifies Strata VR 1591 against any property damage or any lawsuits that could arise as a result of the R/A.
- An owner must submit entire scope of work, list of contractors, and materials.

- An owner must submit to Strata VR 1591 two copies (2) of marked plans of strata lot showing the exact location and dimensions of proposed R/A ( scale 1/4 to 1 foot ). Strata plan can be obtained from Strata VR 1591 web site.
- Should the City of Vancouver Building Department or Strata VR 1591 require a professional engineer (P. Eng), architect, or design builder, it will be at the owners expense.
- All required permits and licenses are owner's responsibility and must be in place prior to any R/A work commencing.
- No costs associated with the R/A will be borne by Strata VR 1591.
- Where it is determined by the Strata Council, an owner will be required to retain an architect, design builders, or professional engineers to oversee the R/A, all costs will be borne by the owner.

## **B. RENOVATION/ ALTERATION PROCEDURES, RULES & REGULATIONS**

- Hours of work between the hours of 8:30 am and 5:30 pm, Monday through Friday, 10:00 am to 5:00 pm Saturdays. No work permitted on Sundays or Statutory holidays except with permission from the Strata Council.
- Notices of the R/A must be circulated to all residents prior to any R/A work commencing. This is to be arranged with the Strata VR 1591 representative.
- An owner or an appointed agent must provide reasonable supervision for all R/A conducted within the suite.
- Wall, door, and floor protection must be provided at all times in the common areas during the R/A. Cost to repair damage to the common areas will be borne by the owner.
- An owner must ensure there is a daily clean up of any debris or materials in the common areas.
- An owner must ensure there is not construction debris, materials or packaging deposited or to remain in the common property; this includes no placing of debris or construction materials in strata refuse bins. Any costs to clean up debris or remove construction materials from the common property incurred by Strata VR 1591 will be borne by the owner.
- An owner must ensure all arriving materials are placed immediately within the suite and their arrival does not interfere with the residents.
- An owner shall be responsible for any contractor parking arrangements. Resident parking shall not be affected by the R/A.
- No owner or contractor is to shutoff or cause any disruption to the Strata VR 1591 services (water/septic/electrical/plumbing/ heating) without previous permission and arrangement from Strata VR 1591 council or appointed representative.
- An owner upon request will provide access for project progress visits to the Strata VR 1591 representative during the R/A.
- All work must conform to City of Vancouver Building Code and meet CMHC material standards.

## **PENALTIES**

- Any Renovation or Alteration undertaken by an owner without submitting a R/A form and not receiving full approval from Strata VR 1591 and who refuses to restore the suite to its original condition will be subject to a fine of \$200.00, and where the contravention continues without interruption for more than 14 consecutive days, a fine may be imposed every 7 days.
- Should the owner refuse to restore the suite to its original condition after undertaking a R/A without approval, Strata VR 1591 may undertake the restoration at the owner's expense and register a lien against the strata lot until paid in full.
- At the Strata VR 1591's discretion, the owner is subject to fines of \$200.00 per 7 days for failure to complete R/A within 90 days of scheduled project completion date.

**STRATA CORPORATION VR 1591  
REQUEST FOR APPROVAL OF RENOVATION/ALTERATION FORM**

Date submitted: \_\_\_\_\_

Owners name: \_\_\_\_\_

Unit address: \_\_\_\_\_

Strata lot number: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

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**Section A: GENERAL DESCRIPTION OF THE PROPOSED WORK**

Describe all the work you plan to do:

Attach a floor plan and elevations if possible, showing the proposed changes marked in red.

(Floor plans available on Strata VR 1591 website.)

Attach photographs and digital renderings if possible.

When do you plan to start work? \_\_\_\_\_

When do you anticipate finishing the work? \_\_\_\_\_

**NOTE:** If the work is not finished within 90 days after approval is granted,  
you must re-apply providing the reason it has not been completed.

## Section B: GENERAL CONTRACTOR

Name of general contractor: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

Attach copies of the following documents:

- Contractor's current business license
  - WorkSafeBC coverage
  - Commercial General Liability insurance of \$1,000,000 minimum
  - Plans, drawings and P. Eng specifications/detail drawings.
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## Section C: ELECTRICAL

1 Do you wish to do any electrical work? YES NO

If yes, please describe in detail:

2 If the City of Vancouver Permit department has advised an electrical permit is not necessary, state the reason given, and provide City of Vancouver documents stating no permit required:

Name of company: \_\_\_\_\_

Name of electrician: \_\_\_\_\_

Phone number of electrician: \_\_\_\_\_

Attach copies of the following documents:

- Electrician's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of \$1,000,000 minimum
- Application for City of Vancouver electrical permits you have applied for

**NOTE:** It is a condition of any approval and strata bylaws, that the owner provide copies of all issued electrical permits to the strata council when received.

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## Section D: PLUMBING

1 Do you wish to do any plumbing work? YES NO

If yes, please describe in detail:

2 If the City of Vancouver Permit department has advised you that a plumbing permit is not necessary, state the reason given, and provide City of Vancouver document stating no permit required:

Name of company: \_\_\_\_\_

Name of plumber: \_\_\_\_\_

Phone number of plumber: \_\_\_\_\_

Attach copies of the following documents:

- Plumber's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of \$1,000,000 minimum
- Application for City of Vancouver plumber permit

**NOTE:** It is condition of any approval and strata bylaws, that the owner provide a copy of the issued plumbing permit to the strata council when received.

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## Section E: STRUCTURAL

Do you want to modify any interior wall, the ceiling or the floor YES NO

in your strata lot?

If yes, please describe in detail:

Will a Structural Engineer be required:

YES NO

If yes, please provide the following information:

Name of engineer: \_\_\_\_\_

Phone number of engineer: \_\_\_\_\_

Please attach Engineer's structural drawings.

Mark the areas to be modified in red on the attached floor plan or elevations.

Attach a copy of the application for a building permit.

**NOTE:** It is a condition of any approval that a copy of the final building permit be provided to the strata council when received.

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## Section F: FLOORING/REPLACEMENT OF DAMAGED FLOORING

Installing or replacing existing hard surface flooring or carpet in your strata lot? YES NO

If yes, mark the areas to have flooring in red on the attached plan.

Name of company: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

Attach copies of the following documents:

- Contractor's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of \$1,000,000 minimum

Type of flooring you wish to install: \_\_\_\_\_

Type and name of underlayment product: \_\_\_\_\_

Attach specifications for underlayment.

Does underlayment meet current requirements for use in the building? YES NO

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## Section G:

Signature of the strata lot owner: \_\_\_\_\_

(Print name) \_\_\_\_\_

**NOTE:** This form must be signed and all necessary attachments provided before it will be submitted to the strata council for approval.

**Contact Information for Strata Council**

**President:** \_\_\_\_\_

Phone number of President \_\_\_\_\_

\_\_\_\_\_

**FOR STRATA USE ONLY**

Application Received                      Date \_\_\_\_\_

Attachments Received                      Date \_\_\_\_\_

**DISPOSITION:**

Date of Council approval: \_\_\_\_\_

List conditions of approval, if any:

Date of Council rejection: \_\_\_\_\_

Reason for rejection:

Letter sent:    Date \_\_\_\_\_

\_\_\_\_\_