



# ALTERATION REQUEST

Strata Plan/Building Name \_\_\_\_\_

**Step 1:** Please review your Strata Corporation Bylaws to ensure such an alteration is permitted. The Bylaw may outline the minimum requirements and other important information, including permitted work hours, underlay requirements, etc.

**Step 2:** Complete the following application and submit it to Bayside's office.

As the Owner(s) of Unit # \_\_\_\_\_ at \_\_\_\_\_, I/We request permission to do the following work:

Name(s) \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of alterations to be done (including specifics and details of renovations):

---

---

---

---

---

---

---

---

**\*\*For Flooring Changes:**

Type of new flooring: \_\_\_\_\_

Type of sound insulation (minimum requirements): \_\_\_\_\_

Rooms to be completed: \_\_\_\_\_

Company / Contractor Name/Phone Number: \_\_\_\_\_

Is your Contractor insured?  Yes  No \_\_\_\_\_

Contractor's WCB number: \_\_\_\_\_

Note: Your Contractor must carry Contractor Liability Insurance & WorkSafeBC before your application can be processed. \$2,000,000.00 coverage is recommended to protect you and the Strata Corporation.

**Step 3:** Your application will be reviewed and approved in due course. Please note that additional information / documentation may be required. Upon approval, your Property Manager will be in contact with you to sign an Alteration Approval letter.

- I/We understand that an Alteration Approval letter will be issued by Bayside, and that the letter must be signed and returned to the Property Manager before any work can commence.
- I/We have read and understand the Bylaws pertaining to Alterations.

Owner(s) signature(s): \_\_\_\_\_

Date of request: \_\_\_\_\_

**Please complete and return to BAYSIDE PROPERTY SERVICES LTD.**

by email to [mail@baysideproperty.com](mailto:mail@baysideproperty.com),

by fax to 604-430-2698, or by mail to Suite #100 - 6400 Roberts Street, Burnaby, BC V5G 4C9.