

## Renovation Checklist

*All documents must be sent electronically to the Building Manager at [lms712manager@gmail.com](mailto:lms712manager@gmail.com)*

- completed "Renovation Details" (pp. 4-10)
- signed "Request for Approval of a Renovation" (p. 10)
- signed "Renovation Approval Agreement" (p. 12)

Photocopies of the following for the General Contractor:

- Current Business license
- WorkSafeBC coverage
- Commercial General Liability Insurance of at least \$2,000,000

Photocopies of the following for the Electrical Company:

- Current Business license
- WorkSafeBC coverage
- Commercial General Liability Insurance of at least \$2,000,000

Photocopies of the following for the Plumbing Company:

- Current Business license
- WorkSafeBC coverage
- Commercial General Liability Insurance of at least \$2,000,000

Type of flooring to be installed:

- Name of the company:
- IIC (Impact Insulation Class) rating of the proposed underlayment
- IIC acoustical test results for the proposed underlayment

Photocopies for AC installation:

- Installer's business license
- WorkSafeBC coverage
- Commercial General Liability Insurance of at least \$2,000,000
- Manufacturer's Technical Data brochure

- copy of your floor plan with the proposed changes shown in red on it
- copy of your floor plan showing the location of all AC equipment (indoor and outdoor units)
- I have checked with the City of Vancouver to see what permits are required

**Please be aware that a renovation may not proceed until the renovation has been approved by strata council and an Indemnity Agreement has been signed by council and the owners.**