

RENOVATION REQUEST PROCEDURES

Strata Plan LMS 712 – 888 Beach

As required by the Strata Corporation's Bylaws, an Owner must apply to the Strata Council for permission to commence a renovation. Approval from the Strata Council must be obtained prior to applying to the City of Vancouver for applicable City permits.

Our Building Manager has provided you with a copy of the Renovation Package as well as a Renovation Checklist. The Checklist provides you with a list of documents that you must obtain and submit to the Building Manager as part of your application.

To assist you with your application you will find the following in this package:

- A. Frequently Asked Questions
- B. Renovation Details
- C. Request for Approval of a Renovation
- D. Renovation Approval Agreement
- E. Rules for Contractors at LMS 712

Before Council will consider your application for approval, please submit the following materials to the Building Manager:

- 1. a completed "Renovation Details" form (pp. 4 - 10)
- 2. signed "Request for Approval of a Renovation" (p. 10)
- 3. signed "Renovation Approval Agreement" (p. 12)
- 4. a digital copy of the floor plan of your strata lot showing the exact location and dimensions of the proposed alterations. Building floor plans can be obtained from the Building Manager.
- 5. all the documents listed on the Renovation Checklist

Upon receipt of all of these documents, the Building Manager will forward the application to the Renovation Committee for review. The Committee will review the application and for clarifications if necessary. When the Committee is satisfied that the application is complete, the Committee will approve the application and prepare an Indemnity Agreement that must be signed by two Strata Council members and the Owner(s). The Owner will then receive a letter of approval from FirstService Residential. This letter would be used when applying for permits from the City of Vancouver. The approved application is then put on the Agenda for the next Council meeting. Please be aware that the entire process may take as long as a month.

You will also need the appropriate City permits before commencing a renovation. *A copy of all building permits must be provided to the Committee.* Information regarding building permits can be accessed the following City of Vancouver website:

<https://vancouver.ca/home-property-development/apply-for-and-manage-your-permit.aspx>

For building and development enquiries email:

permitquestions@vancouver.ca. For general enquiries call: 604 873-7611

Please be aware that work of any nature (this includes demolition) may not commence until approval for your renovation is received from Council, and an Indemnity Agreement has been signed.

A: FREQUENTLY ASKED QUESTIONS

1. *Are changes to the outside appearance of the building permitted?* When carrying out interior alterations to a strata lot, the changes must not have an impact on the exterior appearance of the building.
2. *When altering a strata lot, are changes to the building envelope permitted?* The Strata Corporation is responsible for repair and maintenance of the building envelope. Changes to the building envelope are not permitted.
3. *Can I increase the number of gas appliances in my suite?* No gas stoves or additional gas fireplaces are permitted. The maximum BTU for a replacement gas fireplace is 21,000 BTU. The existing vent must be used for a replacement gas fireplace.
4. *Can walls or pillars be removed?* Alterations are not permitted that will affect the structural integrity of the strata lot. If you plan to remove a non-load bearing wall, please be aware that any water pipes, drain pipes, and gas lines that are in the wall must remain in place.
5. *Can I drill holes into the concrete?* There can be no coring, drilling or grooving into concrete floors, walls, ceilings, decks, or balconies.
6. *Are there limitations to the types of plumbing alterations that are permitted?* All plumbing alterations must be submitted to the Strata Council for approval. No plumbing alterations that will impact neighbouring strata lots or the common plumbing system will be permitted. All drains must remain in place. A City of Vancouver permit is required to move a sprinkler head. The main water shut off to the suite must remain in its location and must remain easily accessible. Exhaust ducts must remain in place.
7. *Can I install hard surfaced flooring?* To get approval to install hard surfaced flooring an owner must submit with their application a written copy of the manufacturer's specifications, the acoustic impact ratings, and the testing protocol used to arrive at the Impact Isolation Class (IIC) value for the proposed underlayment or carpet underpad. An owner who installs a hard surface floor must take reasonable and effective steps to eliminate nuisance or unreasonable noise including, not exhaustively, installing area carpets, installing felt pads under furniture, and wearing soft soled footwear.
8. *What types of air conditioners are permitted?* Portable self-contained, in-suite air conditioners that do not draw on the common water or gas systems of the Strata Corporation are permitted. If the portable air conditioner has an exhaust hose, it must not extend out beyond the bottom frame of an open window. An owner may apply to the Renovation Committee to install a ductless air conditioning system. There are very specific requirements that must be followed (see the Addendum on page 9 of this package). In addition, a permit from the City of Vancouver is required in order to install this type of air conditioning system. No through the window "box" air conditioners will be allowed.

9. *Can I change the design or scope for the proposed renovation after it has begun?* Any changes to the original, approved design must be re-approved by the Renovation Committee before the work on the changes is initiated. In addition, any changes to the time frame to complete the renovation must be reported to the Building Manager.
10. *What costs will the Strata Corporation cover during an in-suite renovation?* No costs associated with an in-suite renovation will be borne by the Strata Corporation, LMS 712.
11. *Will my renovations be covered under the Strata Corporations insurance?* No, any improvements made to the suite (eg., specialized paint finishes or wallpaper, hardwood flooring, upgraded cabinetry, etc.) must be covered under the Owner's homeowner's insurance. They will not be covered under the Strata Corporation's (LMS 712) insurance policy.

Please note that access must be given to Strata Corporation (LMS 712) representatives during the duration of the renovation. In addition, the Building Manager is to be advised of the date and time of electrical or plumbing inspections that will be carried out by City Inspectors as a result of City permits that were obtained.

B: RENOVATION DETAILS

Date submitted: _____
Owner’s name: _____
Unit address: _____
Date submitted: _____
Strata lot number: _____
Phone number: _____
Email address: _____

Section 1: General Description of the Proposed Work

Describe all the work that you plan to do.

Attach a floor plan (and elevations if possible) showing the proposed changes **marked in red**. A floor plan is available from the Building Manager. 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 2: General Contractor

Name of general contractor: _____
Name of contact person: _____
Phone number of contact person: _____

Attach photocopies of the following documents:

- Contractor's current business license
 - WorkSafeBC coverage
 - Commercial General Liability Insurance of at least \$2,000,000
-

Section 3: Electrical

1. Do you wish to do any electrical work? YES NO
If yes, please describe in detail:

2. If the City of Vancouver Planning and Development Services Department has advised you that an electrical permit is not necessary, state the reason given:

Name of company: _____
Name of electrician: _____
Phone number of electrician: _____

Attach photocopies of the following documents:

- Electrician's current business license
- Commercial General Liability insurance of at least \$2,000,000
- Application for City of Vancouver electrical permit

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

Section 4: Plumbing

1. Do you wish to do any plumbing work? YES NO
If yes, please describe in detail:

2. If the City of Vancouver Planning and Development Services Department has advised you that a plumbing permit is not necessary, state the reason given:

Name of company: _____

Name of plumber: _____

Phone number of plumber: _____

Attach photocopies of the following documents:

- Plumber's current business license
- WorkSafeBC coverage
- Commercial Liability insurance of at least \$2,000,000
- Application for City of Vancouver plumbing permit

3. Do you plan to move any sprinkler heads? YES NO
If yes, please describe in detail:

- Please be aware that the City of Vancouver requires a permit to move sprinkler heads.
- Sprinkler work must be done by the same company that services the building's fire sprinkler system.

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

Section 5: Structural

Do you want to modify an interior wall, the ceiling or floor in your strata lot? YES NO

If yes, please describe in detail:

Mark the areas to be modified **in red** on your attached floor plan.

Section 6: Flooring

Do you want to install or replace existing hard surface flooring or carpet in your strata lot? YES NO

If yes, mark the areas to have new flooring installed **in red** on your attached plan.

Name of company: _____
Name of contact: _____
Phone number of contact: _____

Type of flooring you wish to install: _____

Type of and name of the underlayment product that you wish to use:

Attach technical specifications for the underlayment including the acoustical testing protocol that used to determine the Impact Isolation Class (IIC) value of the underlayment.

Floor Acoustic Standard

Hard surface floors [see Bylaw 7.3 (d)] must be underlaid with an acoustic underlayment membrane that will supply a IIC (impact insulation class) rating for the floor combination of the hard surface flooring, the acoustic underlayment membrane and a 6½ “ concrete slab (with no dropped or false ceiling in the suite below) of 60 or more.

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

Section 7: Air Conditioning

1. Do you wish to install a ductless air conditioning system? YES NO
If yes, please describe in detail

2. If the City of Vancouver Planning and Development Department has advised a permit is not necessary, state the reason given:

3. If you are proposing to install a ductless AC system, please provide the following:

Name of AC company: _____
Name of contact _____
Phone number of contact: _____
Email of contact: _____

4. Attach photocopies of the following documents:

- Installer's current business license
- WorkSafeBC coverage
- Commercial General Liability insurance of at least \$2,000,000
- Manufacturer's technical data of the proposed ductless air conditioner
- Copy of the floor plan showing the location of all AC equipment (indoor and outdoor units)

NOTES:

1. You must abide by the "Ductless Air Conditioner Installation Requirements" that are listed in the Addendum on the following pages as well as the City of Vancouver requirements.
2. It is a condition of any approval and strata bylaws that the owner provide photocopies of all issued permits and City of Vancouver required Schedules B and D to the strata council when received.

Addendum: Ductless Air Conditioner Installation Requirements

Owners who wish to install a ductless air conditioning system must review and comply with all LMS712 bylaws as well as the requirements that are listed below.

1. Owners who wish to install a ductless, air conditioning system must comply with City of Vancouver permitting requirements¹ which require obtaining written approval of the Strata Council prior to their application for a permit.
2. All window penetration or replacement shall be carried out by a qualified glass installer and repair professional.
3. Owners must submit evidence at the time of seeking approval that the outdoor condenser to be installed is rated by its manufacturer to produce no more than 60 dB of noise
4. Ductless air conditioner system requirements:
 - a) The outdoor unit shall be installed in a location that provides either no or minimum possible observation from the street level.
 - b) The only acceptable penetration point into the building shall be via a window that is close to the surface of the deck. The penetration point shall be fully sealed.
 - c) No condensate shall be allowed to run onto the balcony deck.
 - d) The outdoor unit must be installed at the furthest point from a neighbour's windows/patio doors.
 - e) The outdoor unit installation must incorporate rubber/noise dampening feet and cannot penetrate the existing deck. If the deck has had Kandy flooring installed over the surface of the deck, the outdoor condenser must be situated on the deck surface itself and not on top of the Kandy flooring.
 - f) The indoor unit head installations shall not be installed on walls that are shared with other strata lots.
 - g) The AC installation plan must be reviewed and approved by a qualified HVAC professional engineer, at the owner's expense.
 - h) After installation, the AC system must be reviewed and approved by a qualified HVAC professional engineer, at the owner's expense.
 - i) To minimize building membrane risk, installation of the outdoor units on uncovered patios or uncovered rooftop decks will not be approved.

¹ A partial listing of City guidelines and recommendations can be found at:
<https://vancouver.ca/files/cov/heat-pump-noise-guide.pdf>
<https://vancouver.ca/home-property-development/heat-pump.aspx>
<https://vancouver.ca/your-government/noise-control-bylaw.aspx>
<https://bylaws.vancouver.ca/Bulletin/A012.pdf>

- j) If the access window seal fails, it is the responsibility of the suite owner to replace the window. The colour and thermal properties of the replaced window must match that of the existing windows.
- k) The owner must provide access to the unit as required by council or its designate to examine the installation of the ductless air conditioner units at any stage during the installation.
- l) The owner shall employ a licensed AC professional to provide routine manufacturer recommended service and maintenance on the air conditioning system.
- m) Air conditioning units are subject to removal at the discretion of the strata council for any reason that the strata council deems not to be in compliance with these guidelines (e.g., noise, condensate issues, size, etc.). Owners will be responsible for all costs associated with the removal of an air conditioner unit.
- n) It should be noted that portable in-suite air conditioners may be the only option for suites/townhouses that do not have appropriate outside space.

C: REQUEST FOR APPROVAL OF RENOVATION

Signature of Owner

This document must be signed and all necessary attachments provided before your application is submitted to the strata council for approval.

Please note that all documents must be submitted electronically to the Building Manager at lms712manager@gmail.com

Signature of the strata lot owner:

Print name: _____

Suite number: _____

Date of request: _____

D: RENOVATION APPROVAL AGREEMENT

By signing below the Owner has read, understood and agrees to adhere to the following “888 Beach – Strata Plan LMS 712 bylaws that relate to renovating a suite: sections 4.1 – 4.5, 7.1 – 7.11, 8.1 – 8.10, 9.1 – 9.5, 38.24 – 38.25, 42.24, 42.25 and 42.30. The Bylaws may be accessed at the 888 Beach website at <http://888beachvancouver.com>.

Particular attention must be paid to the bylaws in section 8, **Procedures for Alterations**, which are listed below.

- 8.1 An owner must give the concierge two working days prior notice of the scheduled arrival of tradespersons or delivery of materials in respect of an alteration. Inadequate notice may result in the levy of fines.
- 8.2 An owner must ensure that the elevator is protected with proper wall pads and floor coverings prior to the delivery or removal of any construction materials in respect of an alteration.
- 8.3. Construction debris must be removed through the parkade and not through the lobby areas on a daily basis.
- 8.4 An owner must not permit any construction debris or materials or packing in respect of an alteration to be deposited in the strata corporation’s disposal containers.
- 8.5 An owner must ensure that no construction debris or materials in respect of an alteration are deposited or remain in the common property or limited common property.
- 8.6 An owner must ensure that the hours of work in respect of an alteration are restricted from 8:30 a.m. to 5:30 pm., Monday through Friday, and from 10:00 a.m. to 5:00 p.m. on Saturdays.
- 8.7 Construction activities are not permitted on Sundays, Statutory Holidays or between December 24th and January 2nd except,
 - (a) activities which do not generate noise which disturb an occupant of another strata lot;
 - or
 - (b) with prior permission of the strata council.
- 8.8 An owner or his agent must provide reasonable supervision for all significant alterations; the determination of significant shall be at the discretion of the strata council.
- 8.9 An owner performing or contracting with others to perform renovations or alterations will be responsible financially and otherwise for ensuring that any and all required permits and licences are obtained.

- 8.10 Where an owner contravenes bylaws 8.1 to 8.9 (inclusive), the owner of the strata lot shall be subject to a fine of up to \$200 for each contravention, as well as be responsible for any clean up or repair costs.

Strata Plan LMS 712 Staff Contacts:

Concierge is available 24/7: 604 681- 4852
Building Manager is on site 8:00 a.m. – 4:00 p.m., Monday – Friday

- phone: 604 618-0453
- email: lms712manager@gmail.com

Renovation Approval Agreement

By signing below, the Applicant understands and agrees to adhere to the 888 Beach – Strata Plan LMS 712 bylaws that are listed at the beginning of this agreement.

Applicant’s signature _____

Print name _____

Suite number _____

Date _____

E: RULES FOR CONTRACTORS AT 888 BEACH

Please make a copy of this notice to give to your contractor.

Permissible working hours

- Monday – Friday: 8:30 a.m. – 5:30 p.m.
- Saturday: 10:00 a.m. – 5:00 p.m.
- Sunday: no work allowed
- No work: December 24th to January 2

Fobs

- Fobs obtained from the Owner must be returned when the job is completed. Trades must provide their phone number to the Building Manager.

Parking on P1

- Trades are only allowed to park on P1 and must display a note on the dashboard stating the number of the suite that they are working in.
- There is to be no overnight parking or any parking in 30 minute or wheelchair accessible stalls.

Noise

- Noise is a major concern at 888 Beach.
- Trades that make any noise that will carry into other suites must inform the Building Manager 24 hours in advance so that notice may be posted as a courtesy to residents.

Elevator Use

- All foot traffic and moving of materials must be done via P1, not the lobbies.
- Trades may only use the elevator designated by the Concierge. This elevator may only be used after the wall pads and floor mats have been installed by the Concierge.
 - Concierge: 604 681-4852 or Building Manager: 604 618-0453
- Trades may have exclusive use of this elevator for short periods of time when moving material or equipment. They must call the Concierge to lock the elevator off. When Trades are finished using the elevator they must call the Concierge to turn the elevator back to “normal” service.
- At the end of each day Trades must vacuum the elevator floor mat and common areas.

Parkade

- At the end of each day any dust, debris, and garbage from work of hauling of materials must be completely removed and the floor cleaned. Garbage bins in P1 may not be used for disposal of any construction materials.

Common Areas Protection

- Trades must ensure that the common area between the suite and dedicated elevator is protected at all times with self-adhering Roberts Temporary Carpet Protection Film or an equivalent.

Thank you for your cooperation!

