

## **RENOVATION REQUEST PROCEDURES**

### ***Strata Plan LMS 712 – 888 Beach***

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**Do you wish to renovate your suite in a way that will involve alterations to your strata lot, common property or limited common property?**

As required by the Strata Corporation's Bylaws, you must apply to the Strata Council for permission to commence these alterations. Approval from the Strata Council must be obtained prior to applying to the City.

To assist you with this application, I enclose:

1. Bylaws 4.1 – 4.2, Bylaws 7.1 – 7.9, Bylaws 9.1 – 9.9 and Bylaws 43.25 – 43.26,
2. the Rules regarding Visitor or Contractor Parking

It is very important that the applicable Bylaws are read and understood. If you have any questions regarding the Bylaws, please contact the Strata Manager for clarification.

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

1. a completed Request for Approval of Alteration Form,
2. a completed Suite Alteration Approval Agreement,
3. two copies of marked up plans of the strata lot showing the exact location and dimensions of the proposed alterations (scale ¼ inch = 1 foot). These can be obtained from the *FSRConnect* Website or the Building Manager.

Upon receipt of all of this information I will forward the application to the Alterations Committee for review. When the Committee is satisfied the application is complete, your request will be put on the Agenda for the next Council Meeting. (Council generally meets during the last week of every month.)

You will also need the appropriate City permits before commencing alterations. 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/developmentservices/enquiry\\_centre/Permits/tips.htm](http://vancouver.ca/commsvcs/developmentservices/enquiry_centre/Permits/tips.htm)

## Frequently Asked Questions:

- Are changes to the outside appearance of building permitted? When carrying out interior alterations to a strata lot, the changes should not have an impact on the exterior appearance of the building.
- When altering a strata lot, are changes in the building envelope permitted? The Strata Corporation is responsible for repair and maintenance of the building envelope. Changes to the building envelope due to a strata lot alteration would not be permitted.
- Are increases to gas fired appliances permitted? No additional gas fired appliances or additional fireplaces are permitted.
- Can walls or pillars be removed? No alterations are permitted that will affect the structural integrity of the strata lot. Requests for permission to remove wall components must be accompanied by confirmation that the wall is non-load bearing. Walls that will impede access to windows or doors are not permitted.
- What types of air conditioners are permitted? Only portable air conditioners that are contained within a strata lot and are not wired or plumbed into the Strata Corporation plumbing or electrical system are permitted.
- 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 have an impact on neighbouring strata lots or the common plumbing system will be permitted.
- Will the Strata Corporation permit the installation of hard surfaced flooring? No flooring that has the evidence of creating sound transference that will unduly affect the quality of life of other strata lot residents is permitted. Confirmation of approved underlay under any hard surfaced flooring must be provided to the Strata Council prior to installation.

**Floor Acoustic Standard**

**Hard surface floors (see bylaw 7.1 and 7.8) must be underlaid with an acoustic underlayment membrane which will supply a FIIC rating for the floor combination of the hard surface floor, the acoustic underlayment membrane and a 6 ½" concrete slab (with no drop or false ceiling) of 60 or more.**

- What costs will the Strata Corporation cover during an insuite alteration? No costs associated with an insuite renovation are to be borne by the Strata Corporation.
- Can I change the design or scope of the proposed alteration after it has begun? Any changes to the original approved design are to be approved by the Strata Council before any work on the changes is initiated.
- Will my renovations be covered under the Strata Corporation's insurance? No, any improvements made to the suite (e.g. specialized paint finishes or wallpaper, hardwood flooring, upgraded cabinetry) should be covered under your homeowner's insurance. They will not be covered under the strata corporation's insurance policy.

Process:

- time frame for renovation to be established, the Strata Council is to be advised of any delays,
- access to be given to Strata Corporation representative during duration of renovation,
- ongoing inspections by Strata Corporation representatives during construction are to be permitted by the Owner. The Strata Corporation is to be advised of when inspections are being carried out by any of the City Inspectors (electrical, plumbing, etc.),
- if the Strata Corporation feels it is necessary to hire consultant for inspection, the suite Owner will be responsible for the cost. (see Bylaw 7.3 (f))

Bunny Porteous  
Strata Manager  
*Per the Owners*  
*Strata Plan LMS 712*

BP/ks



**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 at least \$1,000,000

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**Section C: ELECTRICAL**

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

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2. If the City of Vancouver Permit department has advised you an electrical permit is not necessary, state the reason given:

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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 at least \$1,000,000
- Application for City of Vancouver electrical permit

**NOTE:** It is a condition of any approval and strata bylaws, that the owner provide copy of an issued electrical permit 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:

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2. If the City of Vancouver Permit department has advised you a plumbing permit is not necessary, state the reason given:

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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 at least \$1,000,000
- Application for City of Vancouver plumber permit

**NOTE:** It is condition of any approval and strata bylaws, that the owner provide copy of an 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 in your strata lot? YES NO

If yes, please describe in detail:

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

Attach 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 corporation when received.

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**Section F: 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 flooring in red on the attached plan.

Name of company: \_\_\_\_\_  
Name of contact: \_\_\_\_\_  
Phone number of contact: \_\_\_\_\_

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

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

Attach specifications for underlayment.

Does underlayment meet current requirements for use in this complex? 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.

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**FOR STRATA USE ONLY**

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

Disposition:

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

List conditions of approval, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Reason for rejection:

\_\_\_\_\_  
\_\_\_\_\_

Letter sent: \_\_\_\_\_  
Date

SYB/nd

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## Suite Alteration Approval Agreement

By signing below, the Applicant understands and agrees to the "888 Beach - Strata Plan LMS 712; By-laws" section 7.0 – 7.12 and 9.0 – 9.9 inclusive with special adherence to the by-laws listed below and the Rules on the following page:

- 9.1 **A resident must give the concierge two working days' prior notice of the scheduled arrival of tradespersons or delivery of materials. Inadequate notice may result in the levy of fines.**
- 9.2 A resident must not permit any construction debris, or materials or packaging to be deposited in the strata corporation's disposal containers.
- 9.3 **A resident must ensure that the elevator is protected with proper wall pads and floor coverings prior to the delivery of any construction materials.**
- 9.4 A resident must be responsible to ensure that no construction debris or materials are deposited or remain in the common property or limited common property.
- 9.5 **A resident must ensure that the hours of work are restricted from 8:30 a.m. to 5:30 p.m., Monday through Friday, from 10:00 a.m. to 5:00 p.m. on Saturdays.**
- 9.6 Construction activities are not permitted on Sundays or Statutory holidays, except
- (a) activities which do not generate noise which disturbs an occupant of another strata lot, or
  - (b) with prior permission of the strata council.
- 9.7 A resident or his agent must provide reasonable supervision for all significant alterations; the determination of significant shall be in the discretion of the council.

Applicant's initial \_\_\_\_\_

- 9.8 A resident 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 licenses' are obtained.
- 9.9 Where a resident contravenes bylaws 9.1 to 9.7 (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.

## Parking

- a) Applicant must supply contractor with Transmitter, fob, or suite keys.
- b) Contractors may park on P1 for the time they are working on the suite only. Identification of which suite they are attending to must be displayed on the dashboard.
- c) No overnight parking on P1 is allowed.

## Common Area Protection

- a) Applicant must ensure common area carpet between the suite and dedicated elevator is protected at all times with self-adhering "Roberts Temporary Carpet Protection Film" or equivalent.

## Communication

Applicant must inform the Building Manager of project scheduling and allow periodic visual inspections of the suite at the Building Manager's request, when reasonable.

## Strata Plan LMS 712 Staff Contacts

Concierge                    24/7                                    604.681.4852  
Building Manager    8:30 a.m. - 4:30 p.m., Monday – Friday    604.618.0453

*Applicant's initial* \_\_\_\_\_

By signing below, the Applicant understands and agrees to the "888 Beach - Strata Plan LMS 712; By-laws" section 7.0 – 7.12 and 9.0 – 9.9 inclusive with special adherence to the by-laws listed above and the Rules on the previous page.

Applicant's signature \_\_\_\_\_ date: \_\_\_\_\_

Applicant's full name (printed) \_\_\_\_\_

# Trades working at 888 Beach

## 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

## Parking on P1

- **Trades are allowed to park on P1 only and must display a note on the dashboard stating which suite they are working in and contact number.**
- No overnight parking
- No parking in 30 min or wheelchair stalls

## Noise

- Noise is a major concern at 888 Beach.
- Trades that make more noise than painting must inform the Building Manager **24 hours in advance** and the nature of the noise must be disclosed so proper notice is posted as a courtesy to residents.

## Elevator Use

- **ALL foot traffic and moving must be via Level 1 or P1 NOT Level 2 or Lobby**
- Trades may only use the elevator designated by the **Concierge – 604.681.4852** or **Building Manager – 604.618.0453**.
- Trades may only use this elevator after the wall pads and floor mat are installed by the Concierge.
- Trades can have exclusive use of this elevator for short periods of time when moving material or equipment. They must call the Concierge to lock it off.
- When Trades are finished with this elevator they must call the Concierge to turn the elevator back to “normal service”.
- **End of each day: Trades must vacuum the floor mat and common areas.**

## Parkade

- **End of each day:** Any dust, debris, garbage, etc. from work or hauling of materials must be completely removed and floor cleaned.

*Strata Plan LMS 712 thanks you for your cooperation.*

**Door Protection**

Corner guards or other material must be used to prevent damage to suite doors.

**Notices to Residents**

All notices to residents of noisy work must be made through the Building Manager.

*Strata Plan LMS 712 thanks you for your cooperation.*

*Rules for Contractors.doc January 29, 2013*

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**888 BEACH  
Strata Plan LMS 712**

**RENOVATION BYLAWS & RULES**

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4. Use of property

4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that:

- (a) causes a nuisance or hazard to another person;
- (b) causes unreasonable noise, odour, vibration or glare;
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot;
- (d) is illegal; or
- (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication of or by the strata plan.

For the purposes of bylaw 4.1 (b) “unreasonable noise” includes, but is not limited to, sound made by a resident or visitor between the hours of 11:00 p.m. and 8:00 a.m. which disturbs another resident in another strata lot, the common property or the limited common property or, and includes, not exhaustively, excessive sound from:

- (i) music systems, instruments, televisions, live music, pets or human voices;
- (ii) vibrations from appliances;
- (iii) a social gathering;
- (iv) residents or visitors entering or leaving the building, grounds, or parking lot;
- (v) uncarpeted or hard surface floors;
- (vi) the movement of furniture, drawers opening or closing;
- (vii) construction activities.

4.2 (a) A resident who has a hard surface floor in their strata lot must take reasonable and effective steps to eliminate nuisance or unreasonable noise including, not exhaustively, installing carpets, felt pads on furniture or wearing soft soled footwear.

(b) Upon written application by a resident who requires an accommodation for a disability in accordance with the BC Human Rights Code, council may grant an

exemption from bylaw 4.2(a) which shall terminate with the occupancy of the resident.

## **7. Approvals before altering or renovating a strata lot, common property or limited common property**

7.1 An owner must obtain the written approval of the strata corporation before making or authorizing an alteration or renovation to a strata lot, common property or limited common property that involves any of the following:

- (a) the structure of the building including bearing walls within a strata lot;
- (b) the exterior of the building;
- (c) patios, chimneys, stairs, balconies, cladding, vent covers or other things attached to the exterior of a building;
- (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
- (e) fences, railings or similar structures that enclose a patio, balcony or yard;
- (f) common property located within the boundaries of a strata lot;
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act;
- (h) electrical, plumbing, piping, heating, ventilation, gas and other services;
- (i) installation of any hard surface floor in the interior of a strata lot;
- (j) installation of interior window coverings or shades, or window or door screens;
- (k) installation of radio, television or satellite dishes;
- (l) installation of balcony guards or screens;
- (m) planting anything on common or limited common property;
- (n) installation of floor coverings on patios, balconies or decks.

For the purposes of bylaw 7.1 “hard surface floor” includes, not exhaustively, tile, marble granite, slate, hardwood or hardwood laminate.

7.2 An owner must ensure that a hard surface floor or carpeting is installed with an acoustic underlayment membrane suitable for the flooring material and which meets or exceeds

the acoustic impact standards adopted from time to time by the strata council and set out in the rules.

- 7.3 An owner may apply to the strata council for an exemption from bylaw 7.2 on the basis that the hard surface floor or carpeted area will be above an area not affected by sound transmission or is part of the owner's strata lot.
- 7.4 An owner, as part of its application to the strata corporation for permission to alter a strata lot, common property or limited common property, must:
- (a) submit a completed Request For Approval Of Alterations form;
  - (b) provide a time schedule for the proposed alterations;
  - (c) prior to commencement of any work, obtain the consent of the owners by written approval of the strata corporation as required pursuant to bylaw 7.1;
  - (d) in the case of an application for approval to install hard surface floors or carpeting, submit with the application a written copy of the manufacturer's specifications and acoustic impact ratings for the proposed acoustic underlayment or carpet underpad.
- 7.5 The strata corporation must not unreasonably withhold its approval under bylaw 7.1, to alter a strata lot but may require as a condition of its approval to alter a strata lot, common property or limited common property, that the owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:
- (a) that alterations be commenced within 90 days of the granting of consent or such time as council may direct and in accordance with the design and plans approved by the strata council or its duly authorized representative;
  - (b) that alterations be completed within the proposed schedule referred to in bylaw 7.4(b), failing which the owner must reapply for approval of the alteration;
  - (c) that all contractors provide certificates of commercial general liability insurance of at least \$1,000,000;
  - (d) that the standards of work and materials used in the alteration are not less than the existing;
  - (e) prior to commencing the alterations, that the owner apply for all applicable permits, licences and approvals from the appropriate governmental authorities and provide copies to the strata council when the alteration has been completed;
  - (f) that the owner ensure that all electrical, plumbing, piping, heating, ventilation or gas and other services and flooring will be completed by certified tradesmen;
  - (g) that the owner retain, at the owner's expense, an architect, professional engineer, or other consultant to ascertain that the proposed alterations to electrical,



plumbing, piping, heating, ventilation or gas systems are feasible and appropriate to the building;

- (h) where it is determined that the proposed alteration is feasible and appropriate, that the owner retain such architect, engineer or consultant to design and supervise construction of the alteration;
  - (i) that the owner agree all work and materials necessary for the alteration are at the sole expense of the owner;
  - (j) that the owner provide "as built" drawings of the alteration within 2 weeks from completion of the alterations;
  - (k) that the owner from time to time of the strata lot receiving the benefit of an alteration to a strata lot, common property or limited common property, must, for so long as he or she remains an owner, be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the strata corporation as a result, directly or indirectly, of the alterations to the strata lot common property or limited common property;
  - (l) that the owner and any subsequent owner on title who receives the benefit of such alteration, must, with respect only to claims or demands arising during the time that they shall have been owner, indemnify and hold harmless the strata corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration. Any costs or expenses incurred by the strata corporation as the result of such claim or demand will be the responsibility of the owner from time to time of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that owner and shall be added to and become part of the strata fees of that owner for the month next following the date upon which the cost or expenses are incurred, but not necessarily paid by the strata corporation, and shall become due and payable on the due date of payment of monthly strata fees;
  - (m) that the owner grant access to the building manager to enter the strata lot from time to time for the purpose of inspecting the work.
- 7.6 An owner who has altered a strata lot, common property or limited common property prior to the passage of these bylaws, or any subsequent owner on title who receives the benefit of such alteration shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the strata corporation as a result, directly or indirectly, of the alteration, must be borne by the owner who has benefited from the alteration.
- 7.7 An owner who, subsequent to the passage of bylaws 7.1 to 7.3 inclusive, alters a strata lot, common property or limited common property without adhering strictly to these bylaws, must restore, on the council's request and at the owner's sole expense, the strata lot, the common property, limited common property or common assets, as the case may

be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the strata lot, the common property or limited common property. The cost of such alteration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.

- 7.8 After a request by the strata corporation, an owner who refuses or neglects to restore all or part of an alteration to its original condition in accordance with bylaw 7.7, shall be subject to a fine of up to \$200, and where a contravention continues without interruption for more than 14 consecutive days, a fine may be imposed every 7 days.
- 7.9 A resident must not alter his strata lot in any manner which, in the opinion of the strata council, will alter the exterior appearance of the building.
- 7.10 Bylaw 5(3) of the Schedule of Bylaws to the Act does not apply to the strata corporation.
- 7.11 Where a resident contravenes or permits another person to contravene bylaws 7.1, 7.2, 7.3, 7.7, 7.8 or 7.9 the owner of the strata lot shall be subject to a fine of up to \$200.

## **8. Procedures for Alterations**

- 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 not permit any construction debris, or materials or packaging in respect of an alteration to be deposited in the strata corporation's disposal containers.
- 8.3 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.
- 8.4 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.
- 8.5 An owner must ensure that the hours of work in respect of an alteration are restricted from 8:30 a.m. to 5:30 p.m., Monday through Friday, and from 10:00 a.m. to 5:00 p.m. on Saturdays.
- 8.6 Construction activities are not permitted on Sundays or Statutory holidays, except:
  - (a) activities which do not generate noise which disturbs an occupant of another strata lot; or
  - (b) with prior permission of the strata council.

- 8.7 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.
- 8.8 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.
- 8.9 Where an owner contravenes bylaws 8.1 to 8.7 (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.

### **Air Conditioning Devices**

- 42.24 An owner, tenant or occupant must not install or permit to be installed on a strata lot or the common property, including limited common property, any air conditioning or cooling devices except self-contained air conditioning units which do not draw on the common water or gas systems.

### **Gas Appliances**

- 42.25 An owner, tenant or occupant must not install or permit to be installed on a strata lot or the common property, including limited common property, any gas appliances, including without limitation, ovens, stoves, cooktops and clothes dryers.

### **VISITOR PARKING**

- 38.21 The strata council may designate common property or limited common property for the exclusive use of guests of residents.
- 38.22 A resident may not park in a designated visitor parking space.
- 38.23 The vehicle of a resident who parks in a visitor parking space may be subject to removal by a towing company authorized by the strata council, and the vehicle owner shall be responsible for any associated towing charges.

### **P1 VISITOR PARKING**

- 38.24 P1 visitor parking is reserved for the exclusive and short-term use of guests of residents.
- 38.27 A visitor who parks in a P1 visitor parking stall must prominently display a note with the suite number of the strata lot being visited on the dashboard of his or her vehicle.