

Checklist for Alterations: Before you give permission

1. The name of the owners of the strata lot. A Strata Council will want to contract with the owner of the unit. Often times, the strata lot may be in the name of a parent, child, or only in the name of one spouse. It may therefore be necessary to search the title to the strata lot to confirm the owner.
2. A description of the alteration. The description should include the material specifications and should attach the architectural drawing, if one was provided.
3. Any professional inspection or supervision of the work that the Strata Council has required. The Strata Council may wish to require an engineer, or some other professional to inspect the work and certify that it meets the necessary codes or standards.
4. That all work will be done in accordance with the relevant codes and regulations and that all building permits and certificates will be provided to the Strata Council.
5. The permit numbers on all permits that are required to be obtained. The names, addresses and contact numbers for the contractors including their WCB number, insurance agent and policy number.
6. That the owner will amend their Home Owner's Insurance Policy to increase the Betterment and Improvement coverage to include the alteration and that a copy of the policy will be provided to the Strata Council.
7. That the owner agrees to be liable for all expenses related to the alteration and will maintain and repair the alteration.
8. That the owner agrees to waive the liability of the Strata Corporation, Strata Council and individual owners for any injury or financial loss resulting from the installation or operation /use of the alteration and for any liability and responsibility for the repair and maintenance of the alteration.
9. That the owner will notify all prospective purchasers that the alteration is the owner's improvement and that the repair and maintenance of the alteration is the responsibility of the new owner.
10. That the owners agrees to any legal costs associated with the creation of a contract or user agreement and agreement for costs, if the alteration is significant and requires legal services.