

## Application to Alter or Modify a Strata Lot / Common Property

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### 1. General Information

**Application Type - are you applying for approval to modify [check one]:**

- A strata lot (interior of unit)**  
 **Common property (includes limited common property)**

#### Property

Name of Strata Corporation (Complex): \_\_\_\_\_  
 Unit # \_\_\_\_\_ Strata Lot # \_\_\_\_\_

#### Applicant (Owner)

Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Proposed Alterations (the "Alterations")** – Supplement with additional documents or pages if applicable

Date Application Submitted: \_\_\_\_\_

Description of Alteration or Modification referencing pertinent features, boundaries, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description/specification of product/material to be used:

\_\_\_\_\_

\_\_\_\_\_

Planned start date (d/m/y)<sup>1</sup> \_\_\_\_\_ Estimated completion date (d/m/y) \_\_\_\_\_

**Sound Ratings (Flooring Only):**

Field Impact Insulation Class (FIIC)<sup>2</sup>: \_\_\_\_\_ Sound Transmission Class (STC)<sup>3</sup>: \_\_\_\_\_

<sup>1</sup> Planned start date should be not less than 3 weeks following the application submission date.

<sup>2</sup> *Field Impact Insulation Class* or "FIIC" is a unit of measurement that determines the degree of soundproofing of the impact noise of a floor/ceiling assembly on site rather than in a laboratory. Most stratas seek to require the best available technology; please check your strata's bylaws (see website) as they may also have specific minimum requirements.

<sup>3</sup> *Sound Transmission Class* or "STC" measures sound traveling through floor/ceiling assembly (from an upper to lower living area) and is used to define airborne noise such as music and voices, dogs barking, and other similar annoyances. Most stratas seek to require the best available technology; please check your strata's bylaws (see website) as they may also have specific minimum requirements.

4. Owners seeking additional information on Common Property vs. Limited Common Property can obtain more information at the following link: <https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/understanding-stratas/common-property-and-limited-common-property>

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**Additional Alteration Information** – Supplement with additional documents or pages if applicable

Will this alteration penetrate the building envelope? (Y/N) \_\_\_\_\_

Does this alteration involve excavation? (Y/N) \_\_\_\_\_

\* If YES, please attach a copy of BC I Call's report, it is required for final approval.

Does this alteration involve water shut offs? (Y/N) \_\_\_\_\_

\* If YES, please provide details of the required water shut offs

Does this alteration require permits from the City? (Y/N) \_\_\_\_\_

\* If YES, please provide details and copies of all permits obtained from the City of Victoria.

Will this alteration have any impact on your neighbouring units? (Y/N)

\* If YES, explain how: \_\_\_\_\_

**Name of Qualified Contractor(s) to perform the work (if applicable)**

General: \_\_\_\_\_

Drywall: \_\_\_\_\_

Electrical: \_\_\_\_\_

Flooring: \_\_\_\_\_

Gas: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Structural: \_\_\_\_\_

Other: \_\_\_\_\_

Does the contractor carry liability insurance? (Y/N) \_\_\_\_\_

Does the contractor have WorkSafe BC coverage? (Y/N) \_\_\_\_\_

If Yes, provide WorkSafe #: \_\_\_\_\_

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### 2. Owner Certification

I am the (co-) owner of the above-referenced unit. Following submission, this application will be considered by the Strata Council and their decision (to approve or reject) will be communicated to me. I understand and accept that, if approved:

- I will be required to enter into an indemnification agreement which, among other things, will serve to make all current and future owners of the strata lot responsible for all claims and actions that may arise from the Alterations. Where the replacement of carpet with harder flooring such as laminate or tiles is involved, this may lead to substantial increases in noise to the suite below. Resultant claims and actions may involve legal costs incurred to settle any dispute related to the installation. If the strata corporation receives persistent noise complaints, it has the authority under its bylaws to require me to reinstall the previous flooring-type at my own expense.
- The Alterations will be performed in accordance with the plans described herein (including any performance specifications), applicable bylaws of the strata corporation, and municipal/provincial/federal laws, building codes, and regulations. Work will be performed by certified or licensed personnel where required by law.
- The completed Alterations will need to comply with all applicable provisions under the bylaws of the strata corporation and the local government, including noise.
- Following completion, a person appointed by (or member of) the strata council may require access to inspect the work to assess compliance with the Alteration approval.

I understand and accept the foregoing terms and conditions and hereby certify that the information contained in this application is true and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Co)Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name