

CONDOMINIUM RENOVATION REQUEST FORM

Condo Name:		Unit Number:	
Owner Name:		Owner Phone:	
Owner Mailing Address:			
Proposed Reno. Start Date:		Target Finish Date:	

DESCRIPTION OF RENOVATIONS TO BE COMPLETED (details must be provided on next page)

Electrical
 Flooring
 Gas Line
 Plumbing
 Door / Window*
 Other

**Refer to Bylaws – Exterior doors and windows may be common (Condominium) property*

OWNER HEREBY ACKNOWLEDGES, AGREES AND CONSENTS:

- a. To ensure your request can be reviewed in a timely manner, please **ensure all areas are completed and that you attach any drawings and/or plans**. Incomplete areas will delay your request review and or approval. Normal review and response time is 14 business days from the date your completed form is received by PEKA.
- b. Please do not assume automatic approval of your request. Your request is confirmed as approved upon written confirmation (mail or email) from PEKA on behalf of your Board.
- c. Owner is liable for any and all work carried out in relation to the work indicated on this form and as may arise in the normal course of the work.
- d. Neither the condominium nor PEKA accepts any liability related to the approval or denial of the request, or related in any manner to the work requested and or to be completed.
- e. All work is to be done to a professional standard.
- f. All refuse and unused materials must be disposed of offsite at the Owner's cost.
- g. The Owner assumes all liability for their contractor/trade and their performance. In the event the Owner has opted not to use licensed trades or contractors, OWNER IS responsible for safety of the work on site including, without restricting the generality of the foregoing, ensuring: all workers on site are fully trained and are competent to do the work safely and to understand their safety responsibilities; there are adequate numbers of workers trained in first aid on site; all hazards have been identified, communicated, controlled and eliminated where possible; all workers and those who may be affected by the work are protected with appropriate Personal Protective Equipment or otherwise; all accidents are investigated and corrective action taken; the responsibilities of the Occupational Health and Safety Act, Regulations and Code are followed on site.
- h. Any and all approved work must be completed Monday through Friday between the hours of 8:30am and 6:00pm, or Saturday between the hours of 9:00am and 4:00pm.
- i. Work that creates structure borne noise (hammering, drilling, ram set, etc.) is restricted to Monday through Friday and between the hours of 10:00am and 4:00pm.
- j. Work may not take place on Sundays or recognized holidays.
- k. The Owner is responsible for ensuring any worker (trade or unlicensed) is fully aware of any and all bylaws that are applicable to renovations, including noise restrictions and use of common property. NOTE: There is NO smoking on common property. Requested work that is in conflict with the condominiums By-laws will not be considered for approval.
- l. Any bylaw infraction by a worker (trade or unlicensed) during the course of the renovation may result in an immediate fine assessment and issuance of a Stop Work Order by the Condominium.**
- m. All Permits and Inspections required by law must be obtained within the appropriate timeframe and at the Owner's expense.
- n. All work must meet Alberta Building Code requirements.
- o. Any provided approvals may be withdrawn at any time by the Condominium's Board of Directors, with proper notice and reason.
- p. If your submitted request is denied and you wish to reapply at a later date, a new form must be completed in full and resubmitted.
- q. If your request is approved, you are required to keep the approved request form on file in case proof of approval is later requested by the Board or PEKA.
- r. Construction materials and supplies are not permitted to be stored on common property, including garage, parking lot and hallway. Also, these items are not permitted to be stored within a parking stall (titled or assigned).
- s. The Owner is responsible for the cleanup of materials and debris in all common areas, including hallways, elevators, stairwells, garage and parking lot.
- t. Exterior entrance doors may not be propped open at any time.
- u. In order to transport materials and supplies by elevator, elevator blankets must be used. Arrangements can be made in advance by contacting PEKA. If there are substantive materials to be moved by elevator, it is recommended that you contact PEKA to arrange pick-up and use of the elevator control key.

CONTRACTOR INFORMATION:

Contractor Name:

Contractor Phone(s):

Owner is responsible for obtaining from the Contractor prior to renovation commencement, the Contractors:
Liability Insurance; WCB account information & status; Trades Certifications & Licensing and Town Business License

Initial

DETAILED DESCRIPTION OF RENOVATION:

Please include all plans, engineering reports, drawings, etc. **NOTE: Incomplete description, including lack of required engineering reports or professional drawings, etc. will result in automatic denial of Renovation Request by the Condominium.**

We, the Owners of the subject unit, hereby certify that the information provided in this Renovation Request Form is complete and accurate to the best of our knowledge and ability.

SIGNED AT THE TOWN/CITY OF _____ IN THE PROVINCE OF _____.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____



For Office Use Only

PEKA Agent: _____

Date Received: _____

PEKA: Approved Denied

Date to BOD: _____

BOD: Approved Denied

Date BOD Reply: _____

Owner Ltr Date: _____

If Denied, Reason: _____