

SUITE RENOVATION REQUEST FORM

Owners Name: _____

Suite No: _____

(Hereinafter also referred to as the "Undersigned")

DESCRIPTION OF WORK TO BE DONE:

1. *Detailed drawings.*

2. *Does this renovation involve the removal or alteration of any walls* NO ____ YES ____

➤ If YES, please explain and attach detailed sketch.

➤ IMPORTANT NOTE: No load bearing wall or wall containing service conduits that service another unit or common element may be removed or altered in any way.

3. Work to be done by: LICENSED CONTRATOR(S): _____

Name(s)

Business Number(s)

4. When would you like to commence this work? _____

5. How long do you anticipate the work will take to be completed? _____

6. **The applicant must receive in writing from the Town of Oakville, confirmation that a building permit is not required. This process is relatively quick and online by sending the application and applicable drawings/specifications to buildingrequests@oakville.ca. The renovation request must include this documentation before it can be reviewed by the board**

INDEMNITY AGREEMENT

I/We the undersigned, have read and agree to the terms and requirements of the Request for Renovations as detailed on the attached cover letter.

I/We shall indemnify and save harmless HCC 558 from and against loss, cost, damage, injury and/or liability howsoever caused by the renovation to my unit(s).

I/We also verify that we have obtained any required building permits, insurance and health and safety requirements to cover the work directly through the contractor and agree to all the conditions listed.

Dated this _____ day of _____, 20____.

Signature of Owner(s): _____

<p>BOARD APPROVAL</p> <p>Approval Date: _____</p> <p>Board Member Signature: _____</p> <p>Name & Position: _____</p> <p>Property Manager Signature: _____</p>
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REQUIREMENTS FOR IN-SUITE RENOVATIONS

Dear Resident:

Prior to the start of any renovations, an owner must first submit the attached completed Renovation Request Form and receive written approval from the Management Office. Please provide all drawings and specifications to the Management Office for review.

RENOVATIONS ARE SUBJECT TO THE FOLLOWING REQUIREMENTS:

1. Management must be advised of the names of all contractors and a proposed schedule to complete the work.

2. You must book the elevator with the Management Office for transport of all materials. Failure to book could result in denial of a delivery.
3. Your contractor(s) must remove all debris from the site. The Town will not remove construction debris. Our garbage bins are for residents' household garbage only. Construction debris is not to be placed in any garbage receptacle.
4. Should it be found that debris from your project has been put anywhere on the property, a charge will be levied against the unit for the removal of this garbage.
5. The hours of work for the contractor(s) are from 9 a.m. to 5 p.m. Monday to Friday. No mechanical work is allowed on Saturdays, Sundays or holidays.
6. You must provide access to the Property Manager or a designate through all phases of the work to inspect and to ensure that all conditions are being met.
7. Where a hard surface floor finish such as ceramic tile, hardwood, laminate, or vinyl is to be installed in a unit as a replacement for carpeting or another hard surface, the owner shall ensure that a sound attenuation, as per the current policy, achieve an acoustical sound proof standard, when installed, of a minimum Impact Isolation Class Rate of IIC 72. Owner shall provide a sample of this underlay along with printed manufacturer's specifications.
8. Hard floors require 75% coverage by carpets, runners, or padding must be installed on individual chair legs to minimize sound transfer to adjacent units.
9. A licensed electrician must do the electrical work.
All electrical work must comply with the Ontario Electrical Code and must be inspected by an electrical inspector prior to any walls being closed in. The corporation requires a copy of a certificate with a city inspector's signature approving modifications or additions.
10. A licensed plumber must do all plumbing work.
All drain work for new plumbing fixtures must be installed above the concrete slab surface. Under no circumstances are the floor joists to be chipped or cut for new drainage systems.
All plumbing work must comply with the Ontario Plumbing Code and must be inspected by a plumbing inspector prior to any work being completed.
11. All contractors carrying out work should provide proof of insurance coverage.
12. An owner must ensure that all proper permits are obtained if required prior to work being done.
13. You agree to be held liable for all damages, which may occur as a result of your suite renovations, by your agents, tenants, contractors, delivery personnel, helpers or you. A \$1,000.00 refundable deposit must be included with this form at the time of submission to Management in order to secure your request. This deposit will be refunded in full as long as no damages are caused to the premises, upon successful inspection by the Corporation or its representative.
14. Your renovations are subject to pre and post inspections, along with milestone inspections depending on the scope of work. The costs of the inspections by site staff, management or its representatives will be fully chargeback to the suite owner submitting the Suite Renovation Form.

NOTES:

- a. No alteration to any part of the fire system, including speakers within each suite will be permitted.
- b. The approval of the Renovation Request does not confirm that the corporation is guaranteeing the work can be carried out as planned. Any after 'approval changes, which may be needed as a result of conditions differing from original and/or unknown conditions/renovations to the suite, will be the sole responsibility of the unit owner.
- c. No Jet Flush/High Pressure toilets are permitted.

CONTRACTOR GUIDELINES

- Contractors and their staff may enter from the front entrance in order to use the Elevator
- Contractor vehicles may park in the visitor parking spaces
- Smoking is not allowed anywhere in the building including the underground garage
- Drop Sheets or other protective coating such as plastic sheeting must always be used to protect floors and furniture in common areas and in corridors or en route to wherever work is performed or materials are transported
- Common element amenities and furniture are not for the use and/or convenience of Contractors at any time
- Work such as cutting and sawing must not be done in the corridors and must be done within the suite or off-site.