



## Renovations

In recent years, owners have been renovating their units to improve the appearance and value of their investment. Many changes can affect the building's common elements and should not be undertaken without first contacting the Property Manager. This includes plumbing, electrical or structural work, as well as access panels, sprinkler systems, smoke detectors and the a/c units.

### Renovations - Dos and Don'ts

If you are planning any renovations, remember the following:

#### Do:

- Consult the Property Manager to ensure the work will not affect the building's common elements.
- Tell Security well in advance when the activity will take place so that a notice can be posted.
- Ensure that all work is done according to code and only by certified trades.
- Make sure your contractors only use the service elevator and protect and keep clean all common areas and hallway carpets.

#### Don't:

- Do any major or noisy work except Monday to Saturday between 8:00 AM and 5:00 PM.
- Make any structural changes, including plumbing and electrical installations, without the Board's written consent.

### The approval process for renovations, construction or other work in a unit that may affect the common elements is as follows:

- The owner should send a request, including a description of the work to be carried out, to the Property Manager using the [Request for Renovations Form](#)
- The Property Manager will review the request and if necessary, submit it to the Board.
- Once approved, the Property Manager will advise the owner and confirm any additional requirements.

Depending on the extent of the work, a formal agreement respecting modifications to the common elements may need to be completed.



## **Guidelines for Contractors Working in the Building**

A **Site Protocol for Construction/Renovations** includes detailed guidelines that must be followed by owners and their contractors doing any work in the building, whether or not it affects the common elements. It must be consulted carefully and provided to the contractor before any repairs or work is done in a unit.

### **Floor Coverings**

The replacement of carpets or other flooring normally does not require prior approval by the Board, since it is not a structural renovation. However, there are special rules to ensure minimum soundproofing requirements are met. The Property Manager can provide more information on suitable materials that may be used.

### **More information and Forms**

The Resident's Handbook Section 8 sets out detailed information and should be carefully consulted before undertaking any work in your unit. It also includes the following forms, which are available here:

[Request for Renovations Form](#)

[Site Protocol for Construction/Renovation](#)



## 6. Request for Renovations Form

Pursuant to the Declaration of the Corporation, an owner must request permission of the Board for any modification to the common elements.

The undersigned owner acknowledges that any work relating to this request shall be completed by qualified and certified trades. Upon request, the owner shall provide to the Corporation: written proof reasonably satisfactory to the Board that the contractor or tradesperson meets these requirements; and, if applicable, a building permit. Contractors shall not schedule apprentices to carry out work without the supervision of a certified trade.

The undersigned owner also acknowledges that the proposed work described below shall occur substantially in accordance with this request, subject to reasonable modification. If the work is otherwise expected to depart from this request, the undersigned owner hereby agrees to notify the Board of Directors of CCC No. 375 immediately.

Owners should refer to the CCC No. 375 Resident's Handbook for additional details regarding unit modifications, including minimum soundproofing requirements for floor coverings and the Site Protocol for Construction/Renovations that must be given to and observed by all contractors working in the building.

Name: \_\_\_\_\_

Unit no (and address if non resident): \_\_\_\_\_

Tel Home: \_\_\_\_\_ Tel Business: \_\_\_\_\_ Email: \_\_\_\_\_

Authority is requested to complete certain work, as follows (attach diagram if necessary, and details of any product materials, including specifications): \_\_\_\_\_

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Owner signature: \_\_\_\_\_ Date of submission: \_\_\_\_\_

**Request for Renovations Form****Contractor/s, including any trades people such as plumbers and electricians**

Contractor: \_\_\_\_\_

Trades: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Projected start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

*The following section will be completed by the Property Manager. If approved, the Property Manager will confirm with the owner any additional requirements or arrangements that must be made before work can begin. Depending on the extent of the proposed work, an agreement respecting modifications to the common elements may need to be completed.*

☐ A review of the proposed work has determined that it should not affect the common elements and Board approval is not required.

☐ The Board has reviewed and approved the proposed work as submitted.

☐ The Board has reviewed the proposed work and approved it, subject to the following:

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

☐ The Board has reviewed the proposed work and has not approved it for the following reasons. The owner may submit a new request after discussion with the Property Manager.

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

Property manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once completed please leave with the Security Office or send to the Property Manager.*



## **7. Site Protocol for Construction/Renovations**

### **Site Safety**

This policy is not intended to replace any safety regulations, codes or construction standards. All contractors and trades must be familiar with best practices and current legislation pertaining to the work performed, including the Occupational Health & Safety Act and Regulations for Construction Projects (Ontario Regulation 213/91).

Workers shall take all necessary measures and precautions to protect themselves and residents of the property. Contractors and trades shall be certified, as required, competent and properly trained, including safety orientation courses appropriate to their work. Upon request, the Owner shall provide proof, reasonably satisfactory to the Board, that the contractor or tradesperson meets these requirements.

Contractors shall also ensure that their workers are made aware of any known hazards prior to the performance of their work and be instructed with safety procedures to deal with those hazards.

### **Notification of Work Schedule**

Contractors shall advise the property manager of the date of work commencement inside or outside the building and provide a work schedule at least 3 days prior to the start of any work on site.

### **Site Access**

Contractors and trades shall use building entrances and parking spaces as directed by the Security Supervisor. Front entrance shall not be used to carry material and equipment and only the service elevator shall be used. It must be reserved with the Security Supervisor and a security deposit of \$250 may be required. Access is restricted to the area where the work is carried out. Contractors and trades are responsible for the safekeeping of all keys/fobs and for any replacement cost. They are also responsible to maintain building security during the work.

### **Parking**

Limited parking is available on site. Except as directed by the Security Supervisor, contractors shall use street or metered parking spaces. When access to the underground parking garage is provided, traffic signage shall be observed. It is not authorized to leave vehicles idling inside or around the property. Fire lane must remain free of any interference at all times.

### **Construction Area**

Adequate signage and safety enclosure shall be erected to ensure adequate protection/safety for workers and to prevent unauthorized persons from entering the construction zone. Workers shall not use the garage to carry out work. Balcony can be used subject to necessary measures taken to avoid dust and debris affecting other residents. At no time shall workers permit dirt or water to leak from a balcony. Excessive noise will not be tolerated.

**Approval and Permission**

Modifications to structural walls require an architect's or engineer's directions and approved design and must be approved by the Board. A building permit also may be required. Where modifications to a non-load bearing wall are made, it is the contractor's responsibility to protect plumbing and electrical systems against damage. Any re-location of these systems shall not be made without approval from the condominium corporation.

**Dust Control**

A dust control plan shall be forwarded to the property manager for projects involving substantial demolition. Contractors and workers shall ensure that the work is performed in a manner such that dust and fumes are properly contained and do not enter the building's ventilation system.

**Construction Waste Disposal**

No construction debris shall be left in the hallways or in the garage. Contractors shall not use the building's garbage bins and must remove all debris offsite for disposal. When required, a waste container shall be supplied by contractors and located as indicated by the Security Supervisor. Workers shall clean up the common areas at the end of each day (vacuum carpet in hallways and in elevators, when applicable). It is forbidden to use the building garbage chute to dispose of any debris.

**Site Services Protection**

Contractors shall ensure fire protection devices are protected against dust and overheating to avoid unnecessary alarms going off. Should alarms accidentally go off resulting in the fire department coming on site, contractors are responsible for any related costs. Temporary disconnection of the building fire alarm system is authorized only upon proper notification. Contractors must locate water shutoff valves prior to undertaking any plumbing work.

Site utilities shall be maintained at all times. Should an interruption of the power or water supply be temporarily required, the property manager must be informed at least 3 days in advance to coordinate such interruption based on the regular building activities.

Telephone and other cabling shall not be displaced without contacting the service provider. Should cabling or other wiring be damaged, the contractor is responsible for the cost of reinstating it.

The building code requires each unit to be protected by fire walls as a safety requirement. Concrete floors and ceilings, structural components and fire walls shall not be tampered with. It is the owner's responsibility to ask the Property Manager for specific instructions. Modifications to the outside surface of the unit entry door are not permitted as it is part of the common elements.

**Important**

Failure to observe these guidelines may result in work interruption. Any damage caused by improper use of the common elements will result in repair costs charged to the unit owner or contractor. The Property Manager's and Security Supervisor's instructions shall be complied with at all times.