

**Application for Alterations**

**It is important for you NOT to commence work until receipt of the written approval. Please allow 2 – 6 weeks for processing time.**

**Step 1:** Please check the strata bylaws to ensure such alteration is permitted before altering a strata lot, limited common property and/or common property. It lays out the requirements and other important information you need to know before making the application.

**Step 2:** Please submit the form online to [bcsupport.fsresidential.com](https://bcsupport.fsresidential.com)

**Date of Application:** \_\_\_\_\_

**Owner's Information:**

|   |                    |                     |               |
|---|--------------------|---------------------|---------------|
| Name of Owner(s)                          | Strata Plan        | Strata Lot          |               |
| Address of Strata Lot                     | City               | Province            | Postal Code   |
| Mailing Address (if different from above) | City               | Province            | Postal Code   |
| Phone Number (Res)                        | Phone Number (Bus) | Phone Number (Cell) | Email Address |

**The following questions MUST be completed:**

Areas you plan to change:

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Details for proposed changes (if needed images and/or drawings of the changes):

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Rating and details of the type of underlay you plan to install, if applicable (note: the minimum requirements must be met – please refer to your strata bylaws). Please provide the spec sheet showing the IIC/STC ratings.

Flooring materials you plan to install:

The name of the company/contractor you are going to engage for the installation:

*Please provide a copy of the insurance and current WorkSafe BC Clearance letter. (If you are completing the renovations DIY, please provide a copy of your homeowners insurance); a coverage of \$2M is recommended to fully protect you and your Strata Corporation.*

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**Tips to Remember:**

- Consider buying betterment insurance coverage for your flooring improvement.
- Please ensure your contractor removes and disposes of any construction waste materials off-site to avoid unnecessary fines and chargebacks to your account, as disposal of such materials in the building's garbage and recycling bins is prohibited.
- Ensure your contractor abides by the building bylaws/rules and municipal bylaws governing when works can be carried out.