



## ALTERATION REQUEST FORM FOR A STRATA LOT, COMMON PROPERTY AND/OR LIMITED COMMON PROPERTY

Before making your request, please refer to your Strata Corporation bylaws to ensure such alteration(s) are permitted. If you do not have a copy of the bylaws, please contact our office.

I/We, \_\_\_\_\_, the owner(s) of strata lot # \_\_\_\_\_, (the Strata Lot”) Unit # \_\_\_\_\_, \_\_\_\_\_, B. C., (the “Owner”) hereby request the approval for the proposed alterations set out below (the “Alterations”) to the Strata Lot, Limited Common Property, or Common Property related to the Strata Lot, from the Owners, Strata Plan \_\_\_\_\_ (the “Strata Corporation”) and acknowledges that:

- A. The Owner has read the Strata Corporation’s bylaws.
- B. The Owner shall comply with all bylaws and rules of the Strata Corporation relating to the installation, construction, maintenance, use, operation and repair of the Alterations.
- C. The Owner agrees to cause its contractors to comply with all bylaws and rules of the Strata Corporation.
- D. The Strata Corporation may refuse to provide consent; may consent to portions of the Alterations; or may impose terms and conditions on any such consent.
- E. The Owner will be responsible for obtaining all municipal and other permits required for the Alterations and shall provide copies of such permits to the Strata Corporation prior to commencing the Alterations.
- F. The Owner shall be solely responsible for any direct or indirect costs related to the installation, construction, maintenance, use, operation and repair of the Alterations including any costs or expenses provided for under the bylaws or rules of the Strata Corporation.
- G. That prior to commencing the Alterations, the Owner may be required to sign an alteration agreement accepting all liability and ongoing maintenance of the work and Alteration.

Please complete the following form proving the details of the alterations you wish to undertake. You may then submit the completed request form to our office either by email, fax or mail for consideration.

**\* *MUST be completed***

*Building Name /Strata Corporation	
*Owner Name(s)	
*Strata Lot #	
*Address	
Phone Number(s)	
Email Address	

\*Areas you plan to change:

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\*Details of alteration(s):

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\*Name of company(ies)/contractor(s) undertaking alteration(s) (if applicable):

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Other information (if applicable):

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Drawings (if applicable):  Attached  Will Drop Off  Fax  Will Email  Will Mail

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Owner)

\_\_\_\_\_  
(Owner)

Your application will be reviewed by the Strata Council as soon as possible. **Please DO NOT commence work until you receive written approval from the Strata Corporation. A final decision may take anywhere from a few weeks to several months depending on the nature and complexity of the requested changes.**

**Applications can be submitted as follows:**

Mail or Drop-off: 272 Lansdowne Street  
Kamloops, BC V2C 1X7

Email: [info@cmlproperties.ca](mailto:info@cmlproperties.ca)

Fax: (250) 372-5363