



Condominium Renovation/Improvement Request Form

Community Name: _____ Unit Number: _____

Owner Name: _____ Owner Phone: _____

Owner Mailing Address: _____

Proposed Renovation Start Date: _____ Target Finish Date: _____

Nature of Renovations/Improvements:

Electrical Flooring Gas Line Plumbing Door / Window Other

Contractor Name: _____ Contractor Phone(s): _____

I, _____, understand that I am responsible for obtaining from the Contractor prior to renovation commencement, the Contractors: Liability Insurance; WCB account information & status; Trades Certifications & Licensing Homeowner Initial _____

Detailed Description of Renovation (*please include all plans, drawings, and complete details*):

Owner Hereby Acknowledges, Agrees and Consents:

1. 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 20|20 Management
2. Please do not assume automatic approval of your request. Your request is confirmed as approved upon written confirmation (mail or email) from 20|20 Management on behalf of your Board.
3. 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. Any costs associated to damages to any property resulting from the renovation process or failures of your improvement will be the unit owner' responsibility.
4. Neither the condominium nor 20|20 Management 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.
5. All work is to be done to a professional standard.
6. All refuse and unused materials must be disposed of offsite at the Owner's cost.
7. 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.
8. Any, and all approved work must be completed Monday through Friday between the hours of 8:00am and 6:00pm.
9. 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. Requested work that is in conflict with the condominiums By-laws will not be considered for approval.
10. Any infractions to the bylaws or these rules by a worker (trade or unlicensed) or the owner, during the course of the renovation, may result in an immediate fine assessment and issuance of a Stop Work Order by the Corporation, and approval may be withdrawn with proper notice and reason.
11. Prior to work commencement, any provided approvals may be withdrawn by the Condominium's Board of Directors, with proper notice and reason.
12. All Permits and Inspections required by law must be obtained within the appropriate timeframe and at the Owner's expense. Permit details required to be submitted to 20|20 Management Include: Permit number prior to commencement and complying Permit Service Reports at completion.
13. All work must meet Alberta Building Code requirements.
14. If your submitted request is denied and you wish to reapply at a later date, a new form must be completed and resubmitted.
15. 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 20|20 Management.
16. Renovation materials and supplies are not permitted to be stored on common property, including parkade, parking lot and hallway. Also, these items are not permitted to be stored within a parking stall (titled or assigned). Combustible materials must not be stored at any time on any part of the property.
17. The Owner is responsible for the cleanup of materials and debris in all common areas, including common area hallways, elevators, stairwells, garage and parking lot.
18. Common area exterior entrance doors may not be propped open at any time.
19. In order to transport materials and supplies by elevator if available, elevator blankets must be used. Arrangements can be made in advance by contacting 20|20 Management. If there are substantial materials to be moved by elevator, it is recommended that you contact 20|20 Management to arrange pick-up and use of the elevator control key.
20. Items like exterior doors and windows may be considered common property – please review all bylaws prior to application to have a full understanding of what is your property to improve.

Homeowner Initials

Additional Details: *(If required)*

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.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

For Office use Only

Date Received: _____

Date to BOD: _____ 20|20: Approved Denied

Date BOD Reply: _____ BOD: Approved Denied

If Denied, Reason:

Please return this completed form to 20|20 Management by email, mail or direct to our office

780-714-0812 | Info@2020management.ca | 2020management.ca
209 Graystone Place, 9714 Main Street, Fort McMurray, AB, T9H 1T6
AFTER HOURS EMERGENCY LINE 780-714-1884