



YORK MILLS HEIGHTS

York Condominium Corporation No. 217

Management Office

1338 York Mills Road

Toronto, Ontario

M3A 3M3

Renovation Request Form – Suite: _____

Start Date: _____ Completion Date (approx.): _____

I plan to do the following:

- ☐ Replace fixtures (plumbing faucets, showerheads): location _____
- ☐ Replace toilet(s): location _____
- ☐ Replace sinks(s): location _____
- ☐ Replace tub:
- ☐ Replace washroom tile: location _____
- ☐ Replace flooring: location _____
- ☐ Replace washroom cupboard(s): location _____
- ☐ Replace kitchen cupboard(s):
- ☐ Install breaker box (electrical)



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Briefly describe the renovation project to be undertaken (attach specifications and/or drawings where applicable):

Attach copies of the following information from your contractor if applicable:

- ☐ Liability insurance policy
- ☐ WS&IB Clearance Certificate (not applicable for sole proprietors)
- ☐ Business license (as issued by the City of Toronto)
- ☐ Trade qualifications (for plumbing and electrical work)
- ☐ Confirmation (in writing) that all debris, construction material will be disposed of by the contractor at an off-site location
- ☐ Contractor is aware that work can only be done between the hours of 9:00 a.m. and 5:00 p.m. Mondays to Saturdays **(No construction on Sundays or Holidays)**

FOR OFFICE USE ONLY

- ☐ Service elevator booked
- ☐ Riser shut-off required: Date: _____ RISER _____
- ☐ Reviewed by Manager: Date: _____ INITIAL _____ comments on reverse
- ☐ Post-renovation inspection required: Date: _____
- ☐ Board approval required: _____

Once the work is done Inspection by the Property Manager must be conducted