



# Renovation Guidelines for Owners



## What to consider **BEFORE** you renovate...

- ✓ Read Vanier Court Bylaws and Rules. You will be expected to adhere to them when planning and completing your renovation.
- ✓ You must obtain the written approval of the Strata Council before making changes to structure, drywall, ceilings, electrical, plumbing, or common property, such as balconies, decks or patios.
- ✓ Asbestos has been found in both common areas and in suites at Vanier Court. Contact our Property Manager to obtain a copy of the engineering report that details the common area asbestos findings.
- ✓ Any renovations that may disturb ceiling textures, drywall or original flooring must be preceded by an environmental analysis for the presence of asbestos.
- ✓ Anyone hired to work in your suite must be informed of the potential for asbestos. It is your duty to inform any workers on the worksite of the possibility of asbestos in the ceiling and/or drywall material.
- ✓ Anyone hired to work in your suite must be covered by WorkSafe BC, as required by the Workers Compensation Act. This is to avoid potential liability issues for you and the Strata Corporation, should there be an injury resulting from the work.

[http://www.worksafebc.com/insurance/need\\_coverage/em\\_p\\_05.asp](http://www.worksafebc.com/insurance/need_coverage/em_p_05.asp)

[http://worksafebc.com/insurance/managing\\_your\\_account/clearance\\_letters/default.asp](http://worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp)

## When you prepare to renovate...

Before lifting a hammer, ensure that you have planned your renovation and worked with Vanier Court Strata Council to help your project go smoothly and to protect your investment...

- ✓ Review the Vanier Court Bylaws and Rules to see if aspects of your renovation must be completed in a specific manner, such as the installation of flooring.
- ✓ Vanier Court Strata Council must approve any renovation that affects the structure, ceilings, drywall, original flooring, electrical, plumbing or common property.  
When contacting Strata Council:
  1. Submit your request in writing, including a description of the renovation.
  2. Include a drawing of the current state and a drawing detailing any proposed changes.
  3. If changes to building structure are required, you must also submit an engineering report that details how the change will be made safely.
- ✓ You will be asked to take responsibility, in writing, for any expenses relating to or resulting from your alterations by signing an Assumption of Liability Agreement.
- ✓ Strata will require you to obtain permits from the City of Vancouver and follow the renovation guidelines outlined by the City,  
<http://vancouver.ca/commsvcs/development/services/general/homerenovation/condo.htm>.

**Before the City will issue you a permit, they will require a letter from Vanier Court Strata Council agreeing to the scope of your renovations.**

## QUALIFICATIONS REQUIRED FOR RENOVATORS

Only City of Vancouver licensed and qualified plumbers, electricians, and other trades may carry out electrical, plumbing or other work in a Vanier Court strata lot.

## *How to conduct your renovation...*

- ✓ A copy of your City permit must be posted outside your suite; you may obscure personal details, other than name and address, before displaying your permit. The same applies to City trade permits.
- ✓ You and your workers must comply with Vanier Court's Bylaws and Rules.
- ✓ All workers must keep elevator use to a minimum and be respectful of the building and residents when transporting materials, tools and equipment.
- ✓ Prior arrangements to protect the elevator must be made with the Resident Caretaker.
- ✓ Approval of a crane and or lift and its location must be obtained prior to use.
- ✓ All workers must at all times protect the common areas and property of the building from damage.
- ✓ All workers must keep the common property clean at all times and take appropriate precautions, such using drop cloths.
- ✓ Construction work is permitted Monday to Friday 8:00 a.m. to 8:00 p.m., and Saturday 10:00 a.m. to 6:00 p.m. Construction is not permitted on Sundays or on statutory holidays.
- ✓ You must provide your contractor with a copy of the building Bylaws and Rules as well as these guidelines.
- ✓ You are responsible for reimbursing the Strata Corporation for the cost of any repairs and cleaning of common property or strata lots necessitated by your renovation.
- ✓ Any contractor or tradesman found in violation of any these provisions may be summarily required to leave the premises by the Resident Caretaker.
- ✓ Electrical work must be completed in a manner that is appropriate for the aluminum wiring in the building and the level of service for your suite.
- ✓ After your renovation is complete, you must submit copies of City permits and inspection reports approving the work in your unit.



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**Vanier Court**

## *Have questions?*

Contact our [Property Manager](#) at Associa British Columbia Inc., 604-591-6060.

Contact council at [council@vaniercourt.ca](mailto:council@vaniercourt.ca).