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Ottawa Carleton Standard Condominium Corporation # 803

# Renovation Approval

**All Renovations must be Approved by the Board of Directors** before any work begins, as per our Declaration, Section 4.1.7 of the [Condominium Guide](#), and the [Renovation Rule of January 2017](#).

This is to ensure that projects do not affect the **structural integrity of the building** and that workmanship is of **Professional Quality**. Please review the **Renovation Rule** for reserving an elevator, hours allowed for renovations, and the proper disposal of building materials, before completing this application. Unit owners are responsible to obtain all relevant building permits.

*Applications to the Corporation for renovations shall be accompanied by drawings and specifications drafted by a company carrying liability insurance for the purpose of indemnifying the Corporation against future damages due to the work. An **Administration Fee of \$100** must be paid on submission of this form plus a refundable **Security Deposit of \$300** must be paid on approval of the renovation. Please review the [Administration Fee Schedule](#) for additional fees that may apply.*

## Section 1 - Unit Identification and Renovation Overview.

Unit Number: \_\_\_\_\_ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Duration: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Upgrade Main Bathroom            | <input type="checkbox"/> Upgrade Ensuite Bathroom            |
| <input type="checkbox"/> Replace Kitchen Counter and Sink | <input type="checkbox"/> Replace Kitchen Cabinets            |
| <input type="checkbox"/> Replace Tile Floor _____ Sq.Ft.  | <input type="checkbox"/> Replace Hardwood Floor _____ Sq.Ft. |
| <input type="checkbox"/> Add or Remove an Interior wall.  | <input type="checkbox"/> Other Specify Below                 |

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**Section 2 - Renovation Detail**

Please provide details for each of the items checked off in Section 1.

- a) What fixtures (toilet, shower, bathtub, sink, vanity,,etc.) or cabinets are being replaced?

(Attach additional sheets as necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b) Please provide a list of professional quality drawings and specifications that are attached to this application. This should include an overview layout drawing of the area before and after the proposed modifications, a detailed drawing showing how any new plumbing fixtures will line up with the existing drains, and the specification of any new fixture or appliances to be installed.

Attachment 1 : \_\_\_\_\_ Dated: \_\_\_\_\_

Attachment 2 : \_\_\_\_\_ Dated: \_\_\_\_\_

Attachment 3 : \_\_\_\_\_ Dated: \_\_\_\_\_

Attachment 4 : \_\_\_\_\_ Dated: \_\_\_\_\_

Attachment 5 : \_\_\_\_\_ Dated: \_\_\_\_\_



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**Section 3 - Contractor Information**

Name of Company: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Size of Vehicle: \_\_\_\_\_ Agrees to Park Outside the Garage: \_\_\_\_\_

- a) What portions of the overall project will be completed by this contractor? (If more than one contractor will be involved, just duplicate this page and fill in their information.)

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- b) What portions of the overall project (if any) will be completed by the Owner directly?

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- c) What building permits are required and who will be applying for these permits? (Note that a building permit is generally required for any plumbing or electrical work.)

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- d) How will the demolition and waste construction material be disposed of during or after the project?

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**Section 4 - Owner's Agreement**

I, as the owner of Unit \_\_\_\_\_ certify that the information provided herein is complete and accurately describes the proposed renovation to best of my knowledge at the time of this submission. (Revisions must be submitted if there are any changes to this plan). I agree to follow the rules set out by the corporation. I also agree to supervise the work being conducted so that contractors are not allowed to wander about the building on their own. Security arrangements must be made in advance if you will not be present during the proposed renovation. The owner is fully responsible for any damage caused by this activity to the common elements of the building, either during or after completion of the renovation. The **\$100 Administration Fee is enclosed** or has been paid at the front desk.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Section 5 - Board of Directors Approval**

The Board of Directors has reviewed the documentation contained herein and hereby provide the approval for this Renovation to proceed as presented in this Application. This approval does not infer the acceptance of any liability for the work or any resultant costs whatsoever. If the Corporation has to become involved in additional security or remediation at any time, as a result of the renovation project, the Corporation should be entitled to costs.

Per the Board of Directors:

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Property Manager Acknowledgement:

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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# Appendix A

## Renovation Guide

**Introduction:** A successful Renovation project within a high-rise building is never a simple task, however, the job will go a lot smoother with proper planning, coordination with our management, staff, and your neighbours well in advance of the scheduled start date. This guide identifies a few key items that will require some special consideration.

**Contractor Selection:** Look for a contractor that specializes in high-rise buildings. They tend to have smaller vehicles, more portable tools, understand elevator etiquette, and are accustomed to working in smaller spaces. Best to avoid contractors that charge a premium simply because this is a high-rise building. Always obtain 2 to 3 bids on the project, if possible.

**Drawings and Specifications:** The contractor should provide detailed layouts of the proposed renovation, before and after the completion, along with the specifications for any fixtures to be installed, as part of their proposal. These should be attached to this application.

**Schedule Delays:** Allow extra time for materials to arrive before the planned start of the project. Contractors are often running multiple projects and the delivery of appliances and fixtures can run into supply problems. Please notify the Property Manager immediately if a delay is anticipated.

**Elevator Reservation:** Elevator 3 should be reserved by contacting the Front Desk [frontdesk@200rideau.com](mailto:frontdesk@200rideau.com) or submit an online request at [200rideau.com](http://200rideau.com) well in advance of the dates required. Efficient use of the elevator is essential. Plan to move all materials (up or down) once in the morning, then once again in the afternoon, but release the elevator for general use by residents in between. All construction material must be brought in (or removed) through the P1 parking level in the garage. Never prop the doors at P1 open as the door alarm will sound. Security will deactivate the alarm when the elevator is placed on service.

**Delivery of Large Items:** Please schedule the delivery of large items with the Front Desk. Last minute changes can often be accommodated, but only if the loading ramp and the elevator are not in use. All deliveries must be brought in (or removed) through the P1 parking level in the garage.



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**Contractor Parking:** Unfortunately there is nowhere for private contractors to park inside the garage. They are allowed to unload in the loading ramp but must then remove their vehicle and park in the paid parking across the street, or elsewhere. Large trailers cannot be brought into the loading area if they stick out beyond the white line at the end of the ramp. Do not park in the stopping zones at the back of the building as tickets can be issued within minutes.

**Waste Disposal:** Demolition material cannot be placed in the building's garbage bins, or disposed of down the garbage chutes. Please make arrangements with your contractor to remove all discarded material from the site.

**Noise Management:** Please be respectful of the hours that construction is permitted as many of your neighbours may be working from home. Extremely noisy activities should be limited to 2-3 hours per day, either in the morning or afternoon to give your neighbours a break. Ideally, talk to your neighbours to see if there is a preferred time of day that may be less disruptive.

Following the above guidelines will go a long way toward a successful renovation project with minimal disruption to our community. Please contact Mike Fraser at Reid Management anytime if you have questions about planning or during your renovation.