



Renovation Manual

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Please see also the end of the document for:

- Renovation Checklist
- Renovation Request and Assumption of Liability Form
- Renovation Notice

Renovation Manual Overview

Introduction

The strata welcomes renovation projects. Suites with updated bathrooms and kitchens are attractive to new buyers and increase the property values for all the units.

Renovations can also be disruptive to your neighbours and impact common property. Living in a strata means living in close proximity to your neighbours and what you do inside your unit may have significant impact on everyone around you.

The Strata Council, Property Manager, and Facilities Manager are tasked with balancing your interest in having a successful renovation project while also safeguarding the strata's assets and other residents' right to the enjoyment of their property.

Purpose

This document states the guidelines and processes for undertaking renovations to your suite. It is not intended to supplant the bylaws nor advise on how or what to renovate, but provide information to help make your renovation project easier, prevent misunderstandings, and reduce disruptions to your neighbours.

Bylaws

It is important to abide by the strata bylaws. Their intention is not to make the renovation project more difficult for you, but to ensure projects are being undertaken with due diligence so strata assets and neighbouring suites are protected.

Bylaws specific to renovations are found in the sections:

- *Obtain approval before altering a strata lot,*
- *Conduct of strata lot (in-suite) alterations, and*
- *Obtain approval before altering common property*

The information contained in this document is based on the bylaws but does not explicitly state them. You must read all the bylaws before altering your strata lot.

Document Structure

This document is organized into the following sections:

1. The Renovation Process beginning on page 3, which describes the steps you must take before, during, and after your project.
2. Index of Specific Matters beginning on page 7, which contains information on items in your home that you may want to change and how you are permitted to change those items.
3. Frequently Asked Questions beginning on page 20.
4. Renovation Checklist at the end of this document.
5. Renovation Request and Assumption of Liability Form at the end of this document.
6. Renovation Notice at the end of this document.

Pacifica Contact Information

Contact information for the Facilities Manager and Pacific Quorum Property Manager is listed on the *Pacifica – Strata Plan LMS 597 – Contact Numbers* information sheet. If you don't already have a copy, you may pick one up outside the Pacifica site office in the amenity room.

The most up to date contact information is available through PQ Online under the Contacts tab. If you do not already have access to PQ Online, contact the Pacific Quorum Property Manager to get signed up.

The Renovation Process

Renovating or Decorating?

Making decorative changes such as painting or replacing light fixtures do not require Strata Council approval. You must still abide by applicable bylaws and rules, and as a courtesy to other residents, you must advise the Pacifica Facilities Manager before starting work; see *Decorating your Suite below*.

A renovation includes any substantial work on your suite. Generally, any work that requires a permit from the City of Vancouver is considered a renovation. Changing your flooring is also considered a renovation project because it requires a minimum sound barrier standard that must be approved in advance. Before starting a renovation, you must get Strata Council approval.

Renovating includes, but is not limited to:

- Removing a whole or a part of a wall.
- Adding or replacing any type of flooring, even if it is replacing like for like (e.g. removing linoleum and replacing it with linoleum)
- Changing a kitchen: replacing kitchen cupboards, counter tops, and sink. Modifying the layout.
- Changing a bathroom: replacing the bathtub, shower, toilet, sink, and vanity. Moving a fixture from one area of the bathroom to another.
- Changing electrical: moving a light fixture or electrical socket from one location to another.
- Changing a fireplace or gas stove: anything that involves natural gas requires a gas permit and licensed gas contractor.
- Replacing or adding a sprinkler head: any type of changes to sprinkler systems requires special procedures.

If you have questions about specific renovation topics, see *Index of Specific Matters on page 7*.



As per the Pacifica bylaws, you are required to abide by noise bylaws. Whether you are renovating or decorating, as a courtesy to your neighbours, refrain from making noise—hammering, sawing, drilling, etc.—before 8:00 am and after 5:00 pm Monday to Saturday or anytime on Sunday and statutory holidays.

Decorating your Suite

Overview

Decorating includes any changes that don't need a permit from the City of Vancouver. **It is your responsibility to confirm that a permit is or is not required.** Generally, decorating includes painting, changing light fixtures, replacing a sink, installing shelves, or replacing appliances (except gas stoves).

Remember that some of these projects can still be noisy so you should only undertake them within the hours stipulated for renovations.

Planning your Decorating Project

As soon as you have the details of your project, contact the Facilities Manager by phone, email, or in person. The Facilities Manager will advise you about whether your project is considered decorating or renovating and what special steps need to be followed. See also *Pacifica Contact Information on page 2*.

Some projects require specialized equipment or deliveries; therefore it is important that you contact the Facilities Manager before starting work. The Facilities Manager will work with you to determine if:

- You need the Strata Council approval for your project, which you obtain through the Property Manager.
- An elevator needs to be booked off; see *Elevator Bookings on page 10*.
- Other work is being conducted in the building that may obstruct your project.
- You need to post a sign advising your neighbours of the work you are undertaking; see also *Renovation Notice Signs on page 15*.

While the Facilities Manager may direct your attention to the strata bylaws and rules, you are ultimately responsible for ensuring that you abide by them.

Renovating your Suite

Overview

A renovation includes any substantial work on your suite: changing electrical installations, plumbing, walls, floors, sprinklers, etc. Generally, any work that requires a permit from the City of Vancouver is considered a renovation. Replacing flooring is also considered a renovation because this requires special sound proofing that must be approved in advance.

Before starting a renovation, you must complete the Renovation Request and Assumption of Liability Form and get approval by the Strata Council through the Property Manager.

Planning

Before you even start planning your renovation, read this document to ensure that you are permitted to undertake the changes you want. In addition to following the processes in this document, you are also required to abide by the following:

- Bylaws contained in the Pacifica Strata LMS 597 Bylaws;
- Bylaws, codes, and guidelines established by the City of Vancouver, and
- Regulations established by the province of British Columbia, such as, but limited to the *Workers Compensation Act, Safety Standards Act, and Safety Standards Gas Regulation*.

Working with the City of Vancouver

The City of Vancouver may take many months to issue permits for your renovation project. While you may be frustrated with this delay and wish to circumvent the process, getting a permit ensures the work is done to the standards of the day, which helps protect your assets and the strata corporation assets.

It is advisable that you contact the City of Vancouver as soon as possible to learn what you will need to apply for a permit.

See also *Permits on page 14*.

Resources

Joining the Pacifica 597 Facebook page can put you in touch with other owners who have undertaken renovations and may offer to share their lessons learned. Organizations, such as the Canadian Home Builders' Association, also provide valuable resources to help you navigate the renovation process.

See also:

- Canadian Home Builders' Association (CHBA) on page 7
- Facebook on page 10
- WorkSafeBC on page 19

Recycling

Renovations create a lot of garbage. Consider how you can re-use or recycle your materials. One resident posted all their kitchen cupboards on Craigslist for free. The “buyer” was building a basement suite and dismantled and removed all the cupboards in one day saving the resident the cost of demolition and landfill fees. Another resident used the original cabinets from another unit to expand their own kitchen.

Review the section *Recycling on page 14* to learn ways that you can reduce the amount of garbage going to the landfill.

Submitting your Renovation Plan for Approval

Before starting any work on your suite, please do the following:

1. Print the Renovation Checklist to help you keep track of your renovation; see Renovation Checklist at the end of this document. Complete and sign the Renovation Request and Assumption of Liability Form.
2. Submit a copy of the above forms along with supporting documentation to the Property Manager (see *Pacifica Contact Information on page 2*) by doing one of the following:
 - Emailing the documents to the Property Manager at Pacific Quorum so long as the documents are in .pdf format and can be printed on standard 8 ½ by 11" pages, or
 - Dropping off a printed copy of all the material to the Pacifica Site Office addressed to the attention of the Property Manager at Pacific Quorum.
3. The Property Manager will process your application and:
 - a. Confirm when approval is granted, and/or
 - b. Require you to meet one or more of the conditions noted in the Pacifica bylaws on renovations.

Please remain in contact with the Property Manager so you may respond to requests and not cause delays in the process.
4. Upon receiving written approval, you or your contractor may apply to the City of Vancouver for permits; see also *Working with the City of Vancouver on page 4* and *Permits on page 14*. Once you receive the necessary permits, submit copies to the Property Manager by email or dropping off a printed copy to the Pacifica Site Office.
5. Review the section *During your Renovation on page 6*.

During your Renovation

Once you have received the necessary City of Vancouver permits, you must do the following:

- Notify the Property Manager of the start and estimated end date of your renovation and then start your renovation within 90 days of the start date.
- Limit your renovation to the scope identified in the *Renovation Request and Assumption of Liability Form* and changes to the Property Manager for approval in writing.
- Complete and post the Renovation Notice; see *Renovation Notice Signs on page 15* and Renovation Notice at the end of this document.
- Ensure you comply with the directives in the Renovation Checklist; see Renovation Checklist.

Index of Specific Matters

Air Conditioners

The strata corporation will consider owners' requests to install air conditioners on a case-by-case basis. The layout of some strata lots may allow for air conditioner installation more easily than others.

Some of the considerations may include:

- Whether the unit complies with the City of Vancouver's Bulletin on *Air Conditioning Units and/or Heat Pumps on Balconies*: <https://bylaws.vancouver.ca/Bulletin/A012.pdf>
- The amount of noise the unit generates and how it may impact other strata lots.
- How the conduits will be installed and whether it may damage to strata property and/or cause water ingress in the future.
- The esthetic quality of the unit when viewed by other strata lots.
- How the air conditioning unit and conduits will be maintained.
- Whether the units will have to be moved in the future to accommodate maintenance work around the unit; for example, if installed on a roof, how the unit will be moved to replace the roof membrane underneath.

Another consideration is that future owners of your unit will have to accept responsibility for the maintenance of the unit and any damage that the unit may cause if it breaks.

Assumption of Liability

Before your renovation is approved by Strata, you must sign the Renovation Request and Assumption of Liability Form. By signing this form, you agree to certain conditions and accept responsibility for any matters that may arise from your renovation.

See also Renovation Request and Assumption of Liability Form at the end of this document.

Canadian Home Builders' Association (CHBA)

The CHBA Website contains several resources from planning your renovation to hiring a contractor: <http://www.chba.ca/renovating.aspx>

Ceilings

The original ceiling style is a "popcorn" or "stipple" ceiling. Many residents are choosing to have their ceilings scraped to achieve a flat look.

Having your ceilings scraped and re-plastered is a very messy project. It is best to do it when your unit is empty. Even so, have large bins with lids on hand to store tools and other project materials so they don't get covered in plaster.

Contracts and Agreements

It is your responsibility to research and determine what type of contract you should have with your contractor. The Canadian Home Builders' Association has several suggestions that you may want to include; visit their Website at: <http://www.chba.ca/renovating/contract-completion/renovation-contract.aspx>

Contractor Parking

See *Parking on page 14*.

Deliveries

You are responsible for coordinating and accepting delivery of building materials, appliances, supplies, and furniture. You cannot ask the Facilities Manager to accept deliveries on your behalf.

If you are expecting delivery of large or numerous materials, contact the Facilities Manager so he may help determine whether the elevator needs to be booked off for your exclusive use. If the items are particularly large, the Facilities Manager may help identify the best entrances to pass through.

If you do not contact the Facilities Manager in advance and you are found moving large items throughout the building, you may be asked to stop work immediately and bear all costs associated with rescheduling.

When your contractor and/or trades are making deliveries, or bringing in supplies, they may park in the temporary parking spots in the underground parkade near the entrance doors by the elevators.

See also *Elevator Bookings on page 10* and *Security on page 15*.

Door Hardware

During the 2014 Residential Interior Common Areas Renovation Project, the Pacifica *service* doors were upgraded from knobs to levers to comply with the current City of Vancouver accessibility standards; the materials were also changed from the brass-coloured to more durable stainless steel. Owners did not approve the funding to upgrade the hardware on residential entry doors. Because the Cityhomes doors and frames had to be completely replaced, their hardware was also changed to the new standard.

The specifications described below are now the new door hardware standard. If other unit owners want to upgrade their own entry door hardware, they are welcome to do so at their own expense, provided they followed the new specification. If the exact hardware is not available, another brand with a similar look and style may be selected.

Suite Number

Fire safety regulation requires a suite unit number on every door. The new standard requires the suite number to be engraved on a brushed stainless steel plate and centered above the eye viewer. This is a change from the original design which displayed the door number on the escutcheon plate near the door handle. The reason for the change is simply because it is easier and less expensive to have a separate door number plate and then mounted above the eye viewer.

To request a sign for your suite entry door, contact:

Brooks Amos at Innovative Signage
Phone: 604-984-4395, or
Email: info@innovativesignage.com

Please refer to 'Pacifica Job #14738 Suite Numbers.'

The cost per sign, as quoted in summer 2016, is \$57.80 plus shipping; the item is supplied with double-sided tape for easy installation by owners.

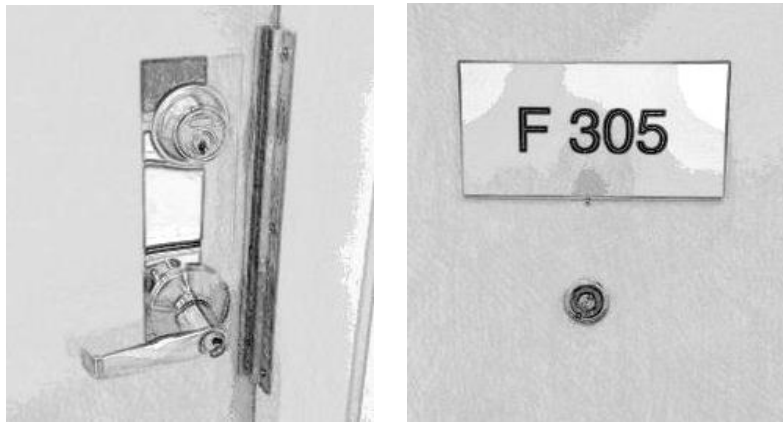





Image 1: Lever door handle and unit number over eye viewer on Cityhomes door.

Lever, Lock, and Eye Viewer

Item	Description	Image
Lever	Schlage F10ELA626 ELAN passage (not keyed) lever set, or Schlage F51ELA626 ELAN entrance keyed lever set Satin chrome finish	
Lock	Schlage B560 One-Side Keyed Deadbolt or J-Series Two-Sided Keyed Deadbolt Satin Chrome finish	
Eye Viewer	Schlage 190-degree Wide Angle Viewer Satin Nickel finish	
Escutcheon Plate	2-hole, 6" centres Satin (or brushed) stainless steel finish	

See also: <http://www.schlage.com/en/home/products/F51ELAFFF.html?bck=@@sch-us:brand/schlage@@sch-us:product/levers/keyedLock@@sch-us:product/levers@@sch-us:knobLeverDesign/elan>

<http://www.schlage.com/en/home/products/698-FFF.html?bck=@@sch-us:product/hardwareAccessories/viewers>

Elevator Bookings

You must book an elevator with the Facilities Manager if you are moving large or numerous items in the elevator; see also *Deliveries on page 8*. The advantages of doing this include:

- Elevator walls will be hung with blankets to help protect them.
- You may have exclusive use of an elevator for your needs, if you are moving a lot of supplies or equipment.

Contact the Facilities Manager at least *three business days* in advance of when you need to book the elevator. If you are unable to provide three business days' notice, contact the Facilities Manager as soon as possible because arrangements may still be possible.

If you do not contact the Facilities Manager in advance and you are found moving large items in the elevator, you may be asked to stop work immediately and bear all costs associated with rescheduling.

Facebook

Join the Pacifica 597 Facebook group to ask questions and get advice from your neighbours: www.facebook.com/groups/pacifica597/ Many owners have already undertaken renovations and would be happy to share their experiences and lessons learned.

Fireplaces and Gas Stoves

Pacifica Bylaws

Not all suites have a fireplace or a gas stove. If you do not already have a gas fireplace or stove, you are not permitted to install one. You are also not permitted to divert the gas supply from the fireplace (or gas stoves) for any other use.

Please also review the Pacifica bylaws on this matter.

See also *Gas Supply on page 13*.

Provincial and Municipal Regulations

In BC, gas work is regulated under the *Safety Standards Act* and *Safety Standards Gas Regulation*. A few notes regarding gas supply:

- You require a City of Vancouver gas permit and installation permit if you are replacing any gas appliance including a fireplace, range, or cook-top.
- Owners or residents of a strata cannot obtain gas permits or installation permits and, by law, must hire a licensed contractor to perform legal, permitted gas work.

For more information, you may review the BC Safety Authority's *Homeowner Information Guide Gas Safety* at: http://www.safetyauthority.ca/sites/default/files/bcsa_home_gas_web.pdf

Gas Stoves

While the location of fireplaces cannot be changed, a kitchen renovation may require a gas stove to be moved from one area of your kitchen to another. Moving a gas line requires significant planning, work, and expense, and so, should not be undertaken lightly.

To move a gas line, you must abide by provincial and municipal regulations as noted above and comply with strata bylaws and procedures. If you don't agree to comply, the strata council may not grant your renovation request.

Moving a gas line requires the gas to be shut off. You may not be able to shut off the gas to just your unit or your floor. This means you may have to shut off the gas to the whole building. Once the gas is shut off, the pilot light in every fireplace in the building extinguishes. Your licenced gas contractor must relight all the fireplaces in each unit after the gas supply has been turned back on.

To move a gas line, advise the Property Manager in writing that you plan to move a gas line. The Property Manager will confirm the procedures you must undertake and may require you to do the following:

- Post a sign (similar to the renovation notice) advising that the gas will be shut off in the building. The sign must:
 - Be posted 20 days in advance of the shut-off date.
 - Advise owners that they have 10 days to sign up for fireplace relighting.
 - Include a space where owners may sign up to have their fireplace relit.
 - Include your name and phone number so residents may contact you if they have any questions.
- At the end of the 10 day sign up period, forward the list of those that have signed up to the Property Manager.
- The Facilities Manager will contact those residents with fireplaces that did not sign up to make arrangements for your contractor to relight their fireplaces. (This allows 10 days to get suites signed up and the Facilities Manager another 10 days to follow up)
- You will be charged \$35.00/ hour for the Facilities Manager's time managing this activity.
- Once all the units in the building have a relighting plan, the Property Manager will advise you to proceed with the work. If any resident could not be contacted, then the gas shut off will be cancelled and you will have to start the procedure all over again.
- If your licensed gas contractor was unable to relit the fireplace in any unit, you must contact the Facilities Manager immediately.

Because each renovation project has unique circumstances, the Property Manager may require you to conduct additional procedures not noted above.

Fireplace Composition and Alterations

The fireplace consists of three sections:

1. Exterior vent,
2. Decorative facing, and
3. Fireplace unit itself, which consists of frame, doors, burners, logs, gas control valves, etc.

Many of the original fireplace units that were installed in Pacifica were for decorative purposes. They are not intended to heat your unit and are extremely inefficient at heating.

You are permitted to alter the decorative housing and even change the entire fireplace unit. Ensure that any changes to the fireplace unit is performed by a qualified and licensed technician and to the specifications of the fireplace unit.

The fireplace vent on the exterior of the building is considered common property.

Exterior Vent

The exterior vent is common property and you are not responsible for its upkeep and replacement. The vents are inspected for wear and replaced accordingly. A build up of rust does not necessarily mean that it is damaged and should be replaced, but if you believe the vent is not functioning properly, please contact the Facilities Manager so it may be inspected.

Decorative Facing

The decorative facing on the original units is a marble-like tile with brass vent panels.

The brass panels may be easily replaced with new ones or painted with *heat resistant* spray paint.

The tiles may also be replaced but requires more substantial work as you need to ensure the material that you replace it with is non-combustible.

Fireplace Unit

Some owners have replaced the entire fireplace unit. As with all renovation projects, you must submit details of what you will be installing.

You will not be permitted to install a fireplace unit that has a gas pressure higher than your existing line pressure at your unit. Note that gas pressure and BTUs are not the same. If the fireplace capacity is too big, you may not be able to light or use the fireplace because the gas flow will not be sufficient for its operation.

When replacing a fireplace, you will be asked to provide:

- Evidence that clearly demonstrates that the new fireplace unit does not require gas pressure greater than your existing fireplace (do not submit just submit the manual—you need to specify where in the manual the information is detailed).
- Confirmation that all required City of Vancouver permits will be acquired.
- Detailed specifications of the proposed fireplace and installation procedures (a link to a website is not sufficient).
- Confirmation that the new installation will use the existing venting and supported by installation drawings.
- Proposed contractor information: a licensed gas fitter is mandatory.

Flooring

Sound Barrier

The strata's bylaw states that a sound barrier must be installed between any hard flooring material and the original concrete floor. Hard flooring includes, but is not limited to, hardwood, engineered wood, laminate, linoleum, ceramic, and tile.

If you are installing new *or replacing* flooring, you must:

- Use the minimum sound barrier standard, which will be provided to you by the Property Manager (as of March 2017 the standard was STC (Sound Transmission Class) and an IIC (Impact Insulation Class) rating of 70 or over, but the standard may have increased since then—you must check!).
- Submit details of the proposed sound barrier to the Strata Council for prior approval.

- Provide proof, such as photos of the installation process, that the sound barrier was installed, if requested by the strata corporation.

Owners replacing an existing hard floor need to ensure the sound barrier is upgraded to the current standard; an old sound barrier may not meet the current standard of the day. Even if you live on a ground floor suite, you must still use a sound barrier.

Floor Levelling

See *Self-Levelling Compound* on page 16.

Garbage

Renovation garbage, such as demolition debris and building materials, must not be disposed of in strata garbage chutes or bins, or recycling bins. You are responsible for ensuring all garbage is removed to an offsite disposal or recycling facility.

When disposing renovation garbage, please note:

- Renovation garbage must be carried out through the parking garage and not the main entrance doors, unless prior written approval is granted by the Facilities Manager. Your contractor may park in the loading zone to do so.
- Cover common hallway floors and walls with protective material, such as Ram Board to ensure that the garbage doesn't damage walls, light fixtures, or floors. Be careful that the protective material itself does not damage common areas (for example, by sticking to the walls or floors).

If your project requires a disposal bin to be on site for a period of time, contact the Facilities Manager about where it can be placed. Disposal bins found on strata property without prior approval will be removed at the owners' expense.

Gas Supply (Gas Stoves & Fireplaces)

You are not permitted to divert the gas supply from the fireplace or any gas supplied appliance for any other use.

Any alterations to fireplaces and stoves must be performed in accordance to *Safety Standards Act* and *Safety Standards Gas Regulation* by a gas contractor licenced by the City of Vancouver. The fireplace or stove must be certified by the Canadian Standards Association or Underwriters Laboratory Canada.

Please also review the Pacifica bylaws on this matter.

See also *Fireplaces and Gas Stoves* on page 10.

Hours of Renovations

A bylaws states that you must refrain from making noise—hammering, sawing, drilling, etc.—before 8:00 am and after 5:00 pm Monday to Saturday or anytime on Sunday and statutory holidays.

As a courtesy to your neighbours, please abide by this bylaw. While you may not be on hand during your renovation, your neighbours may have been listening to drilling and hammering all day long. Your renovation can be extremely disruptive to those around you, so please try to accommodate any requests from your neighbours.

Insurance

Any improvements made to your suite (e.g. specialized paint finishes or wallpaper, hardwood flooring, upgraded cabinetry) must be covered under your homeowner's insurance. During your renovation project, your contractor should provide general liability insurance usually in the amount of \$5,000,000 for the duration of the project. You should also confirm that your contractor is registered and in good standing with WorkSafeBC.

See also *WorkSafeBC* on page 19.

Parking

Your contractors may park:

- In visitor's parking; no more than two (2) of your contractors may park in visitors' parking at a time. They must display the Pacifica visitor's parking pass in their window if parking longer than two (2) hours.
- In your parking spot, so long as you notify the Facilities Manager in advance and they are displaying the correct pass.

No one is permitted to park in the laneways leading to and from the parking garages.

When your contractor and/or trades are making deliveries, or bringing in supplies, they may park in the temporary parking spots in the underground parkade near the entrance doors by the elevators. This is the preferred entrances for your contractor to bring in supplies.

See also *Security* on page 15.

Permits

You are responsible for obtaining or ensuring your contractor has obtained the appropriate permits from the City of Vancouver before starting any renovation. The City of Vancouver's Website clearly states when you need a permit, go to: <http://vancouver.ca/home-property-development/when-you-need-a-permit.aspx>

If you are still unclear about when you need a permit or how to apply for one, call the Development Services phone centre at 604-873-7611.

Do not rely on what your designer, contractor, or tradesperson says—you are responsible for paying any fees or penalties for undertaking work without the proper permits.

Once you receive your permits, provide a copy to the Property Manager or Facilities Manager.

See also *Working with the City of Vancouver* on page 4.

Recycling

Recycling and reusing are great ways to reduce what goes in the landfill during a renovation. Ways in which you can recycle materials include:

- Posting items to give away or sell on our Pacifica Facebook Group: www.facebook.com/groups/pacifica597/ (maybe another resident needs a kitchen drawer or two to replace broken ones).
- Posting items to give away or sell on Craigslist.

- Visit Recycling BC: <http://www.rcbc.ca/> or call the Recycling Hotline: 604-RECYCLE (604-732-9253) to find out where you can take appliances, building materials, textiles, electronics (including thermostats), metals (including cast iron kitchen sinks), plastics (from new packaging), lighting (old fixtures), furniture, Styrofoam, and lots more.

Renovation Notice Signs

Renovation Notice signs advise your neighbours that you are conducting work in your unit and for how long. If there are any problems, such as contractors working before or after hours, your neighbours may contact you directly instead of involving the Facilities Manager.

Please see the Pacifica bylaws for details on what you must include on your notice of renovation signs. You may also complete and post the form provided in the appendix.

See also Renovation Notice at the end of this document.

Renovation Request and Assumption of Liability Form

The Renovation Request and Assumption of Liability Form must be completed by the strata lot owner. The strata corporation approves renovations based on what is contained in and attached to the Form. If too little information is provided, then an owner may not be granted their renovation request until they provide more details.

The Form's purpose is to ensure:

- Renovations comply with bylaws contained in the *Pacifica Strata LMS 597 Bylaws*; bylaws, codes, and guidelines established by the City of Vancouver; and regulations established by the province of British Columbia.
- The strata corporation and its representatives understand the scope of the renovation so they may ensure it does not impact common property or neighbouring strata lots.
- The strata corporation has a record of what modifications were undertaken if problems arise in the future.

Security

General Security Measures

Security is very important to residents at Pacifica. It is important that you communicate to your contractor, and they, in turn communicate to their sub-trades, that they should:

- Never allow unknown persons into the building, either by the pedestrian doors or underground parking entrances
- Never keep doors propped open while bringing supplies into the buildings.
- Ensure fobs and keys are kept secure at all times.
- Bring supplies into the building through the underground parkade whenever possible.

Keys, Fobs, and Parking Passes

The strata corporation does not expect you to escort your contractors in and out of your unit each day, so you may choose to lend them keys, fobs, and parking passes to use during the renovation. Please note:

- You must provide keys, fobs, and parking passes to your contractors and tradespersons, not the Facilities Manager.
- Write down what you have lent to whom, because it is also your responsibility to ensure all keys, fobs, and parking passes are returned.
- Additional fobs may be purchased from the Facilities Manager.
- Additional parking passes may be obtained from the Facilities Manager.
- Review the bylaws on where your contractors and tradespersons may park.
- Because fobs and keys can be easily duplicated, you may want to consider changing your locks and having fobs de-activated after renovating.
- If your contractor delays returning any fobs, you may ask the Facilities Manager to deactivate any that are not currently in your possession.

Self-Levelling Compound

Self-levelling compound is applied to level a concrete floor before installing hard flooring materials. It is a very liquid form of concrete. **You must ensure that your contractor seals off the area being levelled at the base of walls and plumbing stacks, so the material does not leak into other suites, and/or run down and coat the building exterior.** Not taking these precautions has led to owners to pay costly cleanups in the past.

Screens

Screens on windows and sliding glass door are not original to our buildings. You are permitted to install screens as long as their exterior frames are the same Pacifica green colour as the exterior window or door frames. If the frames are not already the green colour, you may be asked to paint them.

Green paint is available through the Facilities Manager on a “borrow and return” system.

Sprinkler System

Before deciding whether to make changes to your sprinkler heads or system, consider the following:

- Changes to a sprinkler head or locations are considered a renovation and require prior approval.
- Sprinkler changes must be performed by the strata corporation’s currently approved contractor. This contractor sometimes changes, so you cannot assume that a previous company is still current.
- The sprinkler contractor must apply for the City of Vancouver permit (only licensed fire sprinkler contractor may apply for a fire sprinkler permit).
- You may be required to obtain a building permit first from the City of Vancouver (in addition to a sprinkler permit).
- The fire sprinkler system must be turned off and drained before starting work. This process requires considerable amount of onsite staff time, which you may be required to pay for.

- The sprinkler system may be turned off for your building floor, but if the whole building requires shut-off, then a third party must be hired to monitor the building while the system is turned off. You must pay the cost of fire monitoring and/or advise your neighbours the sprinklers are being temporarily shut off.
- Changing the sprinkler head to a new style is considered an improvement. If one of these sprinkler heads fail, the strata will attend to the matter on an emergency basis, but the strata corporation may charge the strata lot owner any related costs, including staff time. If the failed head requires immediate replacement, the strata corporation will not necessarily replace the failed head with a matching style. All costs associated with this matter may be charged to the strata lot owner.

Permissible Changes

You are permitted to make changes to the fire sprinklers. In some cases, the City of Vancouver may require you to make sprinkler changes because of the renovations you are making.

The following are some examples of changes you may make:

- Changing the location of a sprinkler head if a wall has been moved.
- Changing the location of a sprinkler head to accommodate tall furniture that may otherwise obstruct it.
- Adding sprinklers if a wall has been moved, a room has been made larger, or a space has a new purpose; for example, a closet converted to a den may now require a sprinkler head.
- Replacing the sprinkler head to a different style.
- Adding a caged cover over the sprinkler head to help protect it, such as in a low ceiling storage room.

Making Sprinkler Changes

If you want to change the sprinklers:

1. Contact the Facilities Manager to find out the strata's approved sprinkler contractor. The contractor may have changed since a previous project so you must confirm this before starting a new project.
2. Contact the sprinkler contractor to review the scope of work and get a quote.
3. Submit your plan for approval by following the instructions in: Renovating your Suite on page 4.
4. Advise the Facilities Manager of the schedule of work.
5. Follow the instructions in During your Renovation on page 6.

Strata Approved Contractors

Some work, such as sprinkler modifications, must be performed by contractors approved by the strata corporation. The Property Manager advises you if a strata approved contractor is required when you submit your request for approval for alteration.

Walls

You are permitted to remove, move, or change walls within your unit if the wall:

1. Is not shared with an adjacent unit.
2. Does not affect common property, such as plumbing, wiring, conduits, etc.

3. Is not a concrete support column in Southgate, Maingate, or Northgate.
4. Is not an exterior wall.
5. Will not cause windows or doors to be obstructed.

The City of Vancouver usually requires you to have a structural engineer's report to show that a wall you want to remove isn't load-bearing.

Windows and Sliding Glass Doors

Strata Responsibilities

The Strata is now responsible for replacing and repairing windows and sliding glass doors. This supersedes the exemption written into the bylaws filed in 1992 by the original developer of Pacifica.

The Strata is responsible for repairing or replacing a window or sliding glass door in the following circumstances:

- A window hinge or latch is broken which prevents the window from properly opening or closing.
- Severe condensation between the window panes makes it impossible to see through.
- The wheels on a sliding glass door are broken which prevents the door from properly opening or closing.
- The sliding glass door latch is broken.

The Strata is not responsible for:

- Decorative changes such as painting the frame colour, or changing hinges or latches to a different style.
- Adding or repairing window tint; including replacing window tint on a previously tinted window.
- Changing the window panes because of mild condensation.
- Changing the window panes to thermally-efficient 'low-e' coated glass or another type of specialty glass.
- Adding or repairing security features such as locks or bars.
- Adding or repairing screens.
- Repairing or replacing a window or sliding door due to the negligence of a resident.
- Cleaning, repairing, or replacing the inside wood window sill or ledge.
- Repairing or replacing a window or sliding door item that was not part of the original building specifications. For example, a previous owner may have received permission to alter a window so that it is no longer considered standard; the current owner is now responsible for any maintenance or repairs because of that change.

If you are experiencing a lot of condensation on your windows, try the suggestions in the section *Managing Condensation* in the *Owner and Resident Handbook*.

Requesting a Replacement or Repair

If you believe a window or sliding glass door in your suite requires replacing or repairing, contact the Facilities Manager. The Facilities Manager will:

1. Assess the damage to determine if it meets the criteria for repairing or replacing.
2. Document the assessment in writing and/or with photos.
3. Forward the assessment to the Property Manager and Strata Council for review and approval.

The Property Manager will then advise you of the decision and course of action in writing.

Since there is a limited budget for window repair and replacement every year, your window may not be replaced immediately. Glass replacement will only occur once a year when a minimum number has been reached for a bulk rate discount with the glass company. The Facilities Manager will also manage the requests for hardware (hinges and latches) repairs and may schedule those together as well.

If you believe your repair requires immediate attention, you may submit the reasons in writing to the Property Manager and Strata Council.

Window Tint

You are permitted to install a film, or tint, on your windows to help keep your unit cool. You must have the film type approved by the strata council before its applied.

The following films have been approved by the Strata Council for residential units. Note that these may not continue to be available or they may change, so make sure you get strata council approval *before* you apply a window film:

- Vista V28 SRCDF (this is considered a better performing film than the V38)
- Vista V38 SRCDF

If window panes need to be replaced, the strata corporation is not responsible for paying to have the window tint reapplied. You must still request approval from council before installing so they may track the changes.

WorkSafeBC

General contractors are required to register for coverage with WorkSafeBC, which is also known as WCB or Worker's Compensation. If you are acting in the role of general contractor you are also required to register, even if the subcontractors you hire are also covered. If you hire someone and they are not registered or making payments to WorkSafeBC and they are injured on the job, you may be liable. It is easy to check if your contractor is in good standing with WorkSafeBC; follow the instructions on their Website:

<http://www.worksafebc.com>

To find out if someone is registered with WorkSafeBC, go to:

http://www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp

To find out more information about general contractors' requirement to register, go to:

http://www.worksafebc.com/insurance/need_coverage/emp_10_10_10.asp

To find out if you need to register as a homeowner doing your own work, go to:

http://www.worksafebc.com/insurance/need_coverage/homeowners/default.asp

Frequently Asked Questions

Do I have to use a licenced contractor or may I do the work myself?

Maybe. It depends on the scope of the renovation project and what is being renovated. Certain regulations require you to hire licensed technicians to do certain types of work, such as gas fitting.

You, as the owner, are ultimately responsible for all aspects of the renovation. If you have installed something improperly, you hold all responsibility if you damage common property or another suite. It is your responsibility to research, inquire, and know what you are permitted to do.

See also:

- *Fireplaces and Gas Stoves on page 10*
- *Strata Approved Contractors on page 17*
- *Insurance on page 13*
- *WorkSafeBC on page 19*

Can walls or pillars be moved or removed?

Maybe. You cannot change, move, or remove a wall if it will affect the structural integrity of the strata lot. See *Walls on page 17*.

May I install hard surface flooring?

Yes, but you must install a sound barrier between the new flooring and the existing concrete floor. You must install the most current standard of sound barrier, even if you are replacing an existing hard floor with a new hard flooring. This applies for all types, including tile and ceramic flooring. See *Flooring on page 12*.

May I install an air conditioner?

Maybe. The Strata Corporation will consider air conditioners on a case-by-case basis. See *Air Conditioners on page 7*.

Who is responsible for windows?

The Strata Corporation is responsible for replacing and repairing windows and sliding glass doors. See *Windows and Sliding Glass Doors on page 18*.

Are there limitations to the types of plumbing or electrical alterations that are permitted?

Yes. All plumbing and electrical alterations must be submitted to the strata corporation for approval. You cannot make plumbing or electrical changes that will impact common property or neighbouring suites.

Are changes to the outside appearance of building permitted?

No. Your interior renovations should not have an impact on the exterior appearance of the building.

When altering a strata lot, are changes in the building envelope permitted?

No. The Strata Corporation is responsible for repair and maintenance of the building envelope. Changes to the building envelope due to a strata lot alteration would not be permitted.

What costs will the Strata Corporation cover during an in-suite alteration?

None. No costs associated with an in-suite renovation will be covered by the Strata Corporation.

Can I change the design or scope of the proposed alteration after it has begun?

Yes, but you must submit the changes *and* get approval from the strata corporation *before* the changes are started.

Will my renovations be covered under the Strata Corporation's insurance?

No. Any improvements made to the suite (e.g. specialized paint finishes or wallpaper, hardwood flooring, upgraded cabinetry) must be covered under your homeowner's insurance. They will not be covered under the strata corporation's insurance policy.

What type of insurance should my contractor and I have?

Not only should your contractor have general liability insurance, but you may also need special home insurance for the duration of your project. Talk to your insurance provider to find out how much and what type of insurance *you and your contractor* should have. The Canadian Home Builders' Association has information about what to ask for: <http://www.chba.ca/renovating/contract-completion/check-insurance.aspx>

You should also confirm that your contractor is registered and in good standing with WorkSafeBC.

See also *WorkSafeBC* on page 19.

What kind of contract should I have with my contractor?

It is your responsibility to research and determine what type of contract you should have with your contractor. The Canadian Home Builders' Association has several suggestions that you may want to include; visit their Website at: <http://www.chba.ca/renovating/contract-completion/renovation-contract.aspx>

Do you have any other recommendations?

Every owner will have their own collection of lessons learned after a renovation project. Join the Pacifica 597 Facebook page to connect with other owners willing to share their experiences and show off their renovation projects. Here are a few suggestions we have heard:

- Expect to spend more time and money than you thought: not only is it easy to spend hour after hour looking at bathtubs, you will always like the more expensive model than you budgeted for.
- Keep a designated area or bin that is *clearly* marked for items that should *not* be thrown away; there are a lot of different contractors on site and one may not understand what is needed by another.
- Expect to make way more decisions than you thought possible.

Renovation Checklist

Before Your Renovation

- Review the *Renovation Manual* and Bylaws; see *Bylaws*.
- Complete and submit the *Renovation Request and Assumption of Liability Form* with supporting documentation.
- Finalize the contract with your contractor; see *Contracts and Agreements*.
- Apply for permits from the City of Vancouver; see *Permits*.
- Check that your contractors are registered and in good standing with WorkSafeBC and have insurance; see *WorkSafeBC* and *Insurance*.
- Remain in contact and comply with requests from the strata corporation.
- Contact your insurance company about additional insurance during your renovation.

During & After Your Renovation

- Provide copies of permits to the Property Manager or Facilities Manager.
- Provide Facilities Manager with contractor contact information.
- Provide contractor with Facilities Manager contact information.
- Coordinate deliveries with your contractor; see *Deliveries* and *Elevator Bookings*
- Advise your contractor(s) of:
 - Where and how to dispose of building materials and garbage; see *Garbage*.
 - Where to park; see *Parking*.
 - How to book an elevator; see *Elevator Bookings*.
 - Bylaws and rules pertaining to renovations; see *Bylaws*.
 - Security measures; see *Security*.
 - Their responsibilities for advising sub-contractors and apprentices of bylaws and rules.
- Post signs on noticeboards advising residents of renovation; see *Renovation Notice Signs*.
- Cover hallways and floors with protective material; see *Garbage*.
- Supervise your renovation by communicating with your contractor and making regular site visits.
- Advise the Property Manager of any changes to your renovation, including timelines for completion.
- Provide copies of inspection reports to the Property Manager or Facilities Manager.
- Reclaim fobs, keys, and parking passes from contractor(s) and/or arrange deactivation of any fobs no longer in your possession; see *Keys, Fobs, and Parking Passes*.
- Contact your insurance company to adjust your coverage based on your new betterments and improvements.

Finally, and most importantly. Enjoy your newly renovated home!

Renovation Request and Assumption of Liability Form

The purpose of this form is to help an owner obtain approval for carrying out alterations in their strata lot (a renovation) and help protect the integrity of the Strata Corporation's assets. A successful renovation project depends upon the owner clearly articulating the work to be done and establishing and maintaining good working relationships with and between neighbors, contractors, strata corporation, property manager, and facilities manager.

Please provide as much information as you can and print clearly. Once you have completed the form, submit it to the Pacific Quorum Property Manager as per the instructions in the *Renovation Manual*.

Owner Information

Date submitted:	
Owner's name*:	
Unit address: (include building name & suite #)	
Strata lot number:	
Phone:	
Email:	

* Provide the name of only one owner to act as contact for the strata corporation. This person must be readily available throughout the renovation project.

Renovation Information

Renovation Start Date:	
Renovation End Date:	

Please **attach** a detailed description of the alterations and wherever possible, include plans, drawings, photos, digital renderings, and/or reports.

Please check all the elements that you are altering:

- | | |
|--|--|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire sprinklers |
| <input type="checkbox"/> Water and/or sewer pipes | <input type="checkbox"/> Walls |
| <input type="checkbox"/> Gas supply (gas stove / fire place) | <input type="checkbox"/> Flooring |

General Contractor

Please provide the name and contact information of your general contractor who is overseeing all the alterations, including managing the sub-trades. This is the person to be contacted by the Property Manager or Facilities Manager if needed.

Company name:	
Address:	
Business license number:	
Contact first & last name:	
Contact cell phone:	
Additional notes:	

Assumption of Liability

Please initial each line to show that you have read and understood the terms and conditions:

- _____ I/we have attached a detailed description of the alterations.
- _____ I/we have read, understood, and agree to abide by the rules and registered *Bylaws of Strata Plan LMS 597*.
- _____ I/we have read and understood the *Renovation Manual*.
- _____ I/we agree to be liable for all costs associated with the Alterations and will maintain and repair the Alterations.
- _____ I/we will ensure that all work is done in accordance with all provincial and municipal building codes, regulations, and bylaws (the "Laws"). Copies of all required building permits and inspection certificates are to be supplied to the Strata Corporation and posted on the exterior of the suite door during the renovation period.
- _____ I/we agree to pay for the cost of the removal of the Alterations, if the Alterations are contrary to any Laws or the Strata's Bylaws and Rules.
- _____ I/we agree that the Alterations shall start within 90 days from approval by the Strata Corporation or within 90 days of the Renovation Start Date on this form and shall be completed no later than 30 days after the Renovation End Date on this form, failing which the Strata Corporation's consent shall be deemed to have been revoked. If ownership of the Strata Lot changes, approval for the Alterations which have not yet been commenced, shall be automatically revoked.
- _____ I/we agree that as Owners, I/we and my/our heirs, executors, administrators, successors and assigns (the "Owner Parties"), hereby waive any claims to which the Owner or the Owner Parties may become entitled for injury, damage or loss and release the Strata Corporation and all owners in Strata Plan (the "Other Owners") and their representatives, agents and employees from any claims for damages, loss or injury suffered by the Owner with respect to the Alterations.
- _____ I/we agree that as Owners and Owner Parties agree to indemnify the Strata Corporation and the Other Owners for any damage, injury, or loss caused to common property (including limited common property) of the Strata Corporation or a strata lot of any of the Other Owners or any injury to any person because of the Owner's installation, construction, maintenance, use, operation, repair, and removal of the Alterations.
- _____ I/we agree that as Owners and Owner Parties shall indemnify and save harmless the Strata Corporation and every owner within the Strata Corporation and its property Manager and the directors, officers and employees (the "Strata Corporation and its representative") from and against all losses, claims, damages, or liabilities to which the Strata Corporation and its Representatives may become subject insofar as such losses, claims, damages or liabilities (or actions in respect of them) arise out of or are based upon any failure of the Owner to observe and perform the conditions upon which the permission to make the Alterations was granted.
- _____ In the event of sale of my/our strata lot, I/we shall inform all prospective purchasers that the in-suite alterations are the Owners "betterments or improvements" and that the repair, maintenance, and insuring of the alterations is the responsibility of the new Owners.

I/we agree to the above terms and conditions.

Date

Date

Owner Signature

Owner Signature

Print Name

Print Name

Strata Corporation Approval

This section is to be completed by the Property Manager.

Manager name:	
Review date:	
Approval recommended:	Yes / No
If no, state reasons:	
Additional notes:	
Strata approved contractor required?	Yes / No
If yes, specify:	
Council date of motion to approve renovation:	
Additional notes:	

Renovation Notice

Building & Suite: _____ Notice Posting Date: _____

Renovation Start Date: _____ Reno. End Date: _____

Owner Name: _____

Owner Phone: _____

Contractor Name: _____

Contractor Phone: _____

I have advised my contractor(s) the bylaws and rules related to renovations, security, and the times and days a contractor is permitted to work as per the bylaws of Pacifica LMS 597.



You can use the above form to advise your neighbours of your renovation. If you don't use the form, please be sure that your Notice of Renovation is clearly printed and includes:

- dates the work will be starting and ending: Renovation Start Date and End Date,
- the suite number,
- the owner's name and contact information,
- the contractor's name and contact information,
- the date the notice was posted, and
- an acknowledgement that the owner and contractor has read the bylaws pertaining to renovations and noise.

See also *Renovation Notice Signs* on page 15.