



Development Services Department, Building Division

Phone: 604-527-4580

Strata Plan Number: _____

Property Address: _____

Legal Description: _____

I am a signing authority for the Strata Council of the above mentioned referenced property and hereby confirm that permission has been granted by the Strata Council

- To obtain archive copies of Building Plans (no minutes required)
- For work in Unit Number _____.

The work permitted is as follows: (include description of building, plumbing and electrical work)

Strata Council Contact:

_____ Position: _____

Please print
Address:

Tel. No.: _____ **Cell No.:** _____ **Fax No.:** _____

E-mail: _____

Date: _____ **Signature:** _____

Owner's Information:

Name: _____

Please print
Address:

Tel. No.: _____ **Cell No.:** _____ **Fax No.:** _____

E-mail: _____

Date: _____ **Signature:** _____

Attach a copy of the Strata Council Meeting minutes giving the above referenced approval.
Original letters only will be accepted

Building Permits in Strata Buildings

Background:

- The Strata Title Act requires that permission from a strata corporation be obtained whenever construction affects common property as defined by the Strata Title Act.

Implementation:

- Written approval from the Strata Corporation IS REQUIRED when the proposed work involves common or limited common property.
- “**common property**” means
 1. that part of the land and buildings shown on a strata plan that is not part of a strata lot, and
 2. pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located
 - a. within a floor, wall or ceiling that forms a boundary
 - i) between a strata lot and another strata lot,
 - ii) between a strata lot and the common property, or
 - iii) between a strata lot or common property and another parcel of land, or
 - b. wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;
- “**limited common property**” means common property designated for the exclusive use of the owners of one or more strata lots.

Written Approval:

- The authorization letter (reverse side) must be completed by a signing authority of the Strata Council for the applicable strata property. A letter from the Property Management Company will not be accepted. This authorization letter should be accompanied by a copy the Strata Council Meeting minutes giving the referenced approval.

Further Information:

- Should you have any questions contact your strata corporation. Questions regarding this City policy please contact the Building Division at 604-527-4580.