

Request to Alter Building Envelope

Complete the following form and submit it to the strata email mountaingatenw2040@gmail.com

Your application will be reviewed and approved in writing by the Strata Council. Please allow 2 to 4 weeks for approval.

DO NOT commence work until receipt of the written approval from council.

Owner Information

Name of Owner:	
Address of Strata Lot:	
Contact Number:	
Email Address:	
Requested Start Date/Project Duration:	

The following MUST be completed

Please provide a detailed description of the planned alterations:

Important Notes:

- Include relevant pictures, plans, drawings or additional information.
- Building envelope alterations will only be performed by contractors approved by the Strata Council.
- Plans and permits, if required by the City of Burnaby, must be submitted to council.
- Council reserves the right to request further information from the owner.
- The owner may be required to complete an **Assumption of Liability Agreement** that places the responsibility of future repairs or maintenance upon the owner. This agreement will be disclosed to prospective buyers on a Form B and future owners will be required to assume this agreement with the sale of the unit.