

The following must be submitted with your completed building permit application form:

- ☐ Completed Schedule 2, Owner's Undertaking
- ☐ Completed Schedule 3 (if applicant is not the owner of the property)
- ☐ Copy of Strata minutes approving repair
- ☐ HPO Registration for repair
- ☐ Letters of Assurance (signed and sealed)
- ☐ Schedule A
- ☐ Schedule B for:
 - ☐ Architectural Items 1.1, 1.3, 1.5, 1.6, 1.13, 1.15, 1.16, 1.18 thru 1.24
 - ☐ Structural
- ☐ Proof of professional liability insurance for each registered professional
- ☐ Construction drawings (dated, signed and sealed)
- ☐ 2 sets of Architectural drawings, including a site plan and building elevations with repair locations indicated and construction details
- ☐ 2 sets of Structural drawings (dated, signed and sealed)
- ☐ Non-refundable deposit based on construction value.

If an opinion certified by a Registered Professional establishes that the cladding repair or replacement is necessitated by water penetration into an existing multi-family residential structure, that portion of the value of construction shall not be taken into account.

