

**List of Documents required for Building Renovations  
and / or Upgrades**

Completed Renovation Agreement (attachment 1)  
Current copy of the Home Owners Insurance that show liability coverage  
Details of all work to be completed, with sketch  
Details of flooring and underlayment, (Specs and Supplier)  
Names and contact numbers of all contractors  
Copy of all contractor Liability Insurance – MUST BE A MINIMUM OF 2 MILLION dollars.  
Copy of all permits.  
Please make sure that all components needed for your renovation will fit into the elevator.

Please complete all information and deliver to Building Manager or a council member. These documents, once approved, will be held in your file for future reference.

Please DO NOT BOOK your contractor(s) until you have received written approval for your renovation agreement.

Council requires a few days to review your application.

Building Notice of Renovations (attachment 2) Please put on the notice boards as a consideration to your neighbours.

Thank you.