

## **Permission Request to Alter Building Envelope**

*Complete the following form and submit it to the strata email [mountaingatenw2040@yahoo.ca](mailto:mountaingatenw2040@yahoo.ca)*

*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:	
Date requested to commence work:	

### **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, if required in permitting, must be submitted to council.
- Council reserves the right to request further information from the owner.
- The owner may be required to sign documentation that places the responsibility of future repairs or changes upon the owner. This documentation must be disclosed to prospective buyers and/or renters.