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 considered by the Strata Council. The Strata Council will update you upon completion of the review.

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 will 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.