



Multi-Unit Residential Dwellings: Including Apartments & Townhouses, and Mixed Use Buildings containing multiple units.

Note: “No Permit Required” if the repair work does not involve structural components of the building (e.g. re-roofing, cladding-only replacement, etc.).

- Letter from the Registered Professional, clearly identifying the scope of work.
e.g. Windows and flashing being replaced, wall cladding being removed and replaced, including guardrails, etc.

Building permit application is to include:

- Two sets of construction drawings signed and sealed by the registered professionals.
- Construction value of the work being done.
- Authorization letter from the owner or strata council to do the work.
- Home Owner’s Protection Office Form, if required.
- Schedule B from all Registered Professionals with the appropriate disciplines signed off on Schedule B; and including Schedule “E” with the insurance certificates.
- Confirmation from the Registered Professional that the construction requirement of the ‘exposing building face’ has been reviewed (if the material is changed).
- Schedule “F” filled out with the Owners signature and the names of the Registered Professionals listed.
- Prior to requesting final building inspection, Schedules “C-B” and “E” including insurance certificates are required from each Registered Professional.