

Under the Strata Property Act, SBC 1998, Chapter 43, Division 1:

## “Obtain approval before altering a strata lot”

- 5 (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
  - (a) the structure of a building;
  - (b) the exterior of a building;
  - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
  - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
  - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
  - (f) common property located within the boundaries of a strata lot; and
  - (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
- (2) The strata corporation must not unreasonably uphold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) This section does not apply to a strata lot in a bare land strata plan. “

## “Common property” means:

1. That part of the land and buildings shown on a strata plan that is not part of a strata lot; and
2. Pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located:
  - a. Within a floor, wall, or ceiling that forms a boundary:
    - i. Between a strata lot and another strata lot;
    - ii. Between a strata lot and the common property;
    - iii. Between a strata lot or common property and another parcel of land; or
  - b. Wholly or partially contained within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property.

“Limited common property” means common property designated for the exclusive use of the owners of one or more strata lots.

## Notes:

- An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- The authorization letter must be completed by a signing authority of the Strata Council for the applicable strata property. A letter from the property management company will not be accepted.
- Copies of the Strata Council Meeting minutes which give the project approval are to be submitted with the authorization.
- Permit applications in Strata Buildings must adhere to applicable Strata Council Bylaws and Regulations.



**Legal Description:** \_\_\_\_\_

I am a signing authority for the Strata Council of the above property and confirm permission has been granted by the Strata Council to:

**Representative:** \_\_\_\_\_  
PRINT NAME

**This authorization is applicable to Unit Number:** \_\_\_\_\_

**To view or receive copies of (no minutes required):**

- Correspondence and/or Permits       Permit Plans

**To receive a building/plumbing permit (minutes required):**   

**Strata Council Contact:**

**Name:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_  
\_\_\_\_\_

