

## **RIVIERA ALTERATION INFORMATION SHEET**

A signed “Assumption of Liability and Application for Alteration” and supporting documents must be submitted. Written approval to proceed is subject to receipt and acceptance of the required documentation. The installation must adhere to any submitted plan. Any changes to the plan must be submitted to Council for approval prior to work commencing.

All work to be performed in accordance with Strata Bylaw requirements (hours of work, use of elevators, housekeeping in halls/elevators, contractor access etc.).

Proof of contractor WorksafeBC coverage is to be included in documentation filed with Riviera Strata Council. A Certificate of Contractor General Liability must also be filed.

Work Permits must be submitted to Riviera Strata Council before any work commences. The City of New Westminster and Technical Safety BC are responsible for issuing permits that may be necessary for gas, electrical, work affecting walls, plumbing and specified air conditioning.

The owner is responsible for any damage to common strata property.

All work must be performed by qualified Tradespersons and must adhere to industry ‘Best Practice’ standards.

If the work is in Tower C, steps must be taken to protect sprinkler heads from heat or damage and these steps must be filed with the documentation.

Procedures for any use of torches or other hot work must be submitted and approved.

**Access must be provided, within 7 days of installation completion, for final Inspection by a Strata Council member to verify that the installation was in accordance with the submitted plan.**

**Note**

This information sheet is not a substitute for the Riviera Bylaws and Rules.