



Condominium Unit Renovation Information Sheet

Standards and Practice

- All work to be completed must meet the Alberta Building Code and all related civic requirements and permits.
- Your condominium may have further rules and requirements than these forms. If in doubt, check with your Condo Manager
- Unlicensed and uninsured trades do not have permission to be on condominium property.
- Do It Yourself work is not exempt from civic permitting.
- A Renovation Application is not required for painting, furnace filter service, replacing existing light fixtures or duct cleaning or to fix taps or the fixtures in toilet tank or add an appliance with a water hook-up, IF the unit has its own shut off valves.
- A Renovation Application is required:
 - if the unit does not have a shut off valves and water shut down to a residential block, a floor of a building or the entire building. We recommend shut offs be added to the work planned and added to the application
 - if a licenced trade is present (electricity, gas, water), if a civic permit is required or if common property could be impacted.
 - if structural changes are proposed (walls, floors, windows and doors), if penetrating the building envelope is needed, (i.e. high efficiency furnace lateral venting) and for window and doorbell camera installation.
 - if the project will make noise, result in debris, require trucks, parking and deliveries or make use of an elevator.
 - for furnace and hot water tank replacement, (in case of an emergency or in the winter, On Call will approve documents)
- Be aware that in older buildings and rental conversions washing machines may not be allowed in the unit and existing appliances may not have permission to be replaced. Confirm your buildings specifics with your manager before you buy appliances.
- All unused materials or refuse to be properly disposed of off-site by the Owner or their trade, at the Unit Owner's expense.
- The Owner is fully responsible for the health and safety of the trades in their home.
- Damage and injury caused by or during the renovation are not covered by the Condominium Corporation's insurance.
- Prior to starting work, an Owner must obtain the Liability Insurance Certificate and WCB Clearance Letter from every licenced trade in their home even if they are a relative or a friend and, even for work that does require a Renovation Application.
- Work may only be conducted 7 AM to 7 PM weekdays, 8 AM to 5 PM Saturdays and if necessary, 9 AM to 4 PM Sundays. (some condos may have even further time restrictions).
- Notices for electrical or water shut off must be submitted to our office 3 business days prior to the planned shut off.
- Removal, relocation or changes to a wall which must be accompanied with a plan with an engineer's seal.
- Attic work is unlikely to be considered unless an owner responsibility as per the bylaws. Addition of insulation may be approved.
- Approval will not be considered if in conflict with Building Code, Condominiums Bylaws or any Restrictive Covenants.
- Adaptation or penetration of the concrete foundation walls or basement floor will not be approved under any circumstance.

A Renovation Application Requires:

- This page must be signed and the pages relevant to your Flooring or Electrical project must be initialed and must be included.
- The Owner to confirm understanding and agreement with construction limitations, insurance and liabilities.
- A detailed description of the scope of work proposed, preliminary scaled drawings, timelines and material specifications.
- Normal review and response time is 10 business days from the date your fully completed form is received. An incomplete application will delay the review and approval. Missing data must be submitted with all the original pages.
- The costs of all related materials and/or time incurred to process this request form to be borne by the Owner, including but not limited to professional fees, permits, drawings, long distance phone calls, etc.
- If the request is approved, the Owner is required to keep the approved form on file for future reference and a new owner's use.
- If, after discussion, your submitted request is denied, and you wish to reapply, a new application must be purchased, and all documents must be resubmitted.

I Confirm That I Understand And Agree To Compliance With The Above And with the Following Pages as Applicable

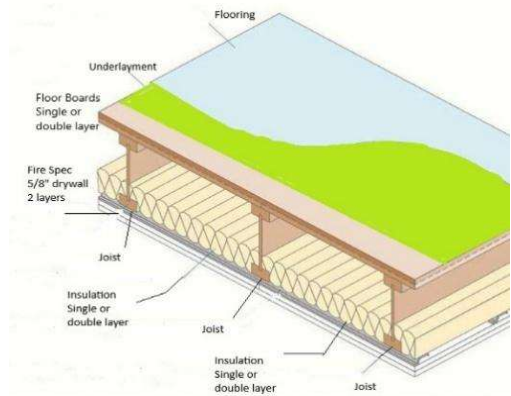
Owner's Name: _____ Signature: _____

Address: _____ Date: _____

Flooring Product Selection. Do not buy product before approval is given. Flooring is very regulated. Presumption being wood frame construction, built to multi-family code, with minimum sound absorbing insulation and with no soundproofing additions on the ceiling below, only drywall. The materials and methods used dictate what the floor covering and the underlayment can be.

Sound Abatement and Underlayment. There are two sound measurements that are internationally recognized: IIC; downward (walking, moving furniture) and STC/ISO transfer of airborne sound (TV, talking). The numbers are laboratory based and make assumptions. IIC presumes your building is concrete, 8" thick and that those living below have a drop-down ceiling.

The aim is for 70 IIC ratings for both flooring and underlay. This does not equal a sum of 140 IIC. The difference between concrete and wood has to be removed from the sum as does the rating for a drop-down ceiling. Building Code for wood/drywall structures requires only 50 IIC between adjacent dwelling units so additional sound absorbing product delivering an improvement to the neighbours beside and below is mandatory. Construction techniques have variable impact on the IIC of flooring assemblies. We also aim for 70 STC. Underlayment adds both IIC and STC qualities, to offset the limits of wood floor construction. Underlayment is made from a variety of materials: cork, recycled rubber or fiber, chemical rubber, or foam. At equal thickness, the IIC value of these materials is less and less as you go down the list. Less than 4 mm is only used with hardwood*, thicker laminate* and on top of concrete*. Unfortunately purchasers will see STC and IIC ratings for underlayment products that are higher than what is even physically possible in a structure.



It is your responsibility to meet and confirm the sound ratings for any floor install. If noise level is challenged and a sound test determines that your flooring plus underlay combination does not meet or exceed 70 IIC and 70 STC net, the cost of the testing and any required remediation steps will be charged back to your unit.

Carpet with underlay is almost always approved as it has a higher sound rating than hard floorings. Carpet Tiles are not allowed.

Luxury Vinyl Plank (LVP) has acoustical issues with both lateral and direct sound transfer and it is acoustically behind hardwood and laminate so must be laid over an acoustically superior underlayment, thick enough to dramatically improve the ratings. Published IIC ratings are rare as the score would be very low. LVP is evolving and there is some debate between the various LVP products. LVP less than 6 mm may be acceptable in single-family residences, it is not there yet for a typical condominium and will not be approved. Manufacturers of thin product say thick underlayment will void their warranty. Too thin for an adequate underlayment means too thin for a wood, multifamily complex. Some LVP manufacturers have recognized the sound abatement issue and are manufacturing LVP with a sound pad. At this point, even with a built-in acoustic pad, LVP is still noisy to the person living underneath. While some advertise an IIC of 72, (we need the independent lab test report not a sales sheet) this usually equates to just 5 mm flooring and a 1 to 1.5 mm pad.

MINIMUM FLOORING UNDERLAYMENT COMBINATIONS

Flooring Type excluding Pad	Underlayment Requirement Combinations in a wood multifamily structure
Hardwood ¾"	Conventional foam greater than 60* IIC
Laminate / Engineered Hardwood 12 mm	Underlayment material thicker than 2 mm and more than 60* IIC
Laminate or LVP 10 mm	Underlayment material thicker than 3 mm and more than 70 IIC
LVP 8 mm or LVP 9 mm	Underlayment material thicker than 4 mm and more than 70 IIC
LVP 6 mm or LVP 7 mm	Cork, Recycled Rubber Fibre Underlayment thicker than 5 mm and more than 70 IIC
LVP 5 mm with 1.5 or 2 mm built on pad	Cork, Recycled Rubber Fibre Underlayment thicker than 5 mm and more than 70 IIC

Variance

Construction type, room location relative to neighbours / shared walls, no one living below, less than 25% coverage may allow some variance. A thicker built-in pad will be factored into the underlayment requirement. Variance is considered for concrete buildings or a concrete topper on wood flooring. Soft linoleum for kitchens and ceramics with a subfloor for bathrooms and entrances making up less than 25% of the area including bedrooms may have variance depending on location relative to other owners.

EV Chargers.

- Presently heavily restricted and in some condos not allowed. You may hear of devices that can be installed that allow their use. These have substantial limitations. Consult with your manager first and confirm the condo's policy.

AC Installations, All Condominiums

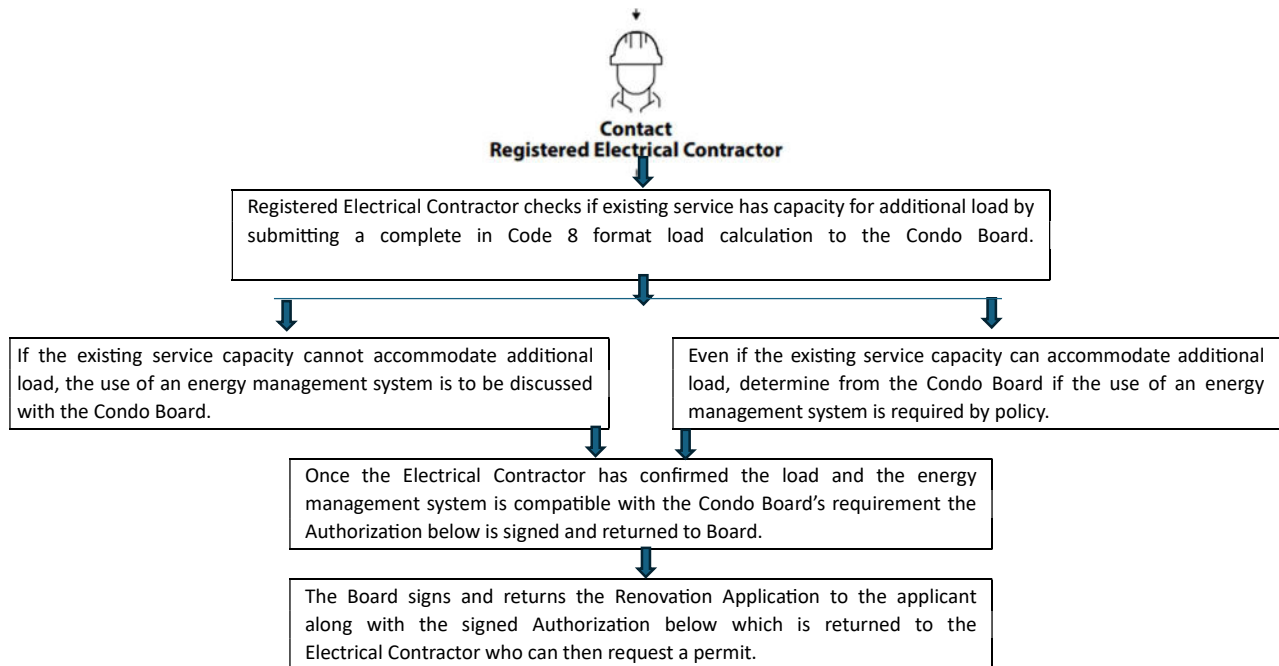
- AC installations require submission of a Renovation Application for Condo Board Approval.
- You agree to warrant that the equipment specifications, installation methods and location requirements and any documentation provided are accurate, that the responsibility for any work under the proposal that the licensed contractor may accomplish which may, in the future, adversely affect the common area and that all future maintenance of this addition and/or improvement including but not limited to insurance is your responsibility.
- Confirm your condominium's policy on use of an Interlock. A load management device known by different names, allows the use of only one of the two high draw appliances to operate at a time (usually the stove or the AC).
- The cost to purchase the device is the applicants.
- AC installations require work be done by an electrician.
- In-Window units are not allowed.
- Single stage compressors are not allowed.
- Inverter style are preferred to ensure efficient operation at lower noise levels.
- Energy Star®, EER and SEER ratings are a guide, not an approval criteria though higher is better.
- Sound /dB ratings are to be exclusive of a sound blanket (the use of which is recommended and may be required).
- Specifications with the AC model number are to be included with the application.
- The location must be approved by the Board or installed in a pre-set location specified by the Board.
- Location of power and venting lines requires description and demarcated photo or drawing.
- Any new venting lines must not impact another owner's premises.
- Penetration of a concrete wall requires justification, detailed explanation and extra review.
- Alterations to the exterior of the building (including required holes penetrating the envelope) will be minimal and must be properly sealed to prevent pest or water penetration and to ensure the existing building envelope condition is not diminished.
- The AC should be powered by an independent circuit with an appropriate breaker.
- Update your homeowner's insurance to provide adequate equipment and accident coverage.
- Load calculation must also be done for replacement devices.
- The owner is in default and subject to sanction if photographic documentation of the final installation cannot be provided on demand.
- The owner is in default and subject to sanction if the final electrical inspection document cannot be produced on demand.
- Some jurisdictions and condominiums have other requirements and conditions. Confirm with your manager.

High Rise / Apartment Style Specific Conditions

- The AC style for balcony installation is conventionally referred to as mini splits / or split ductless.
- Determine your Condo Board's Load Management Policy.
- The use of an Interlock is a possibility.
- The following design features and installation conditions are very standard:
 - AC units under 1000 W require an electrical permit.
 - AC units between 1000 W and 1499 W require an in-suite interlock in the electrical permit.
 - AC units over 1499 W are not allowed.
- AC units must be inverter style to ensure efficient operation at lower noise levels.
- AC units must have a maximum operating level of 60 dB.
- A/C units may not drain onto the balcony. Only onto an evaporation plate or into the eavestrough.
- The outdoor condenser unit must be installed on an isolation pad, avoiding direct contact with the vinyl deck surface and may not be attached to a deck through a membrane.
- Ground floor installations are subject to similar conditions as for a Townhouse.

Townhouse Specific Conditions

- Before even considering a purchase, the applicant must be aware that all AC Renovation Applications require submission of the load calculation, in Building Code format, excluding the use of an Interlock and showing the address of each unit in the group and NOT on a City Secondary Suites form as ALL units must be included BEFORE continuing with the process.
- Determine your Condo Board's Load Management Policy.
- The use of an Interlock is almost a certainty.
- A load calculation is to confirm the rowhouse, townhouse, condominium system's ability to accommodate the load of the new device. Not just for your unit. The calculation is for the group (usually 4 up to 6) sharing a common electrical line from their meters to the transformer (green box).
- The cost to obtain the calculation is the applicants.
- The results must be submitted with the Renovation Application along with the electrician's signed permit application. (Next Page).
- This must be sent to and signed by the Condominium Board before the electrician can submit it to The City for a permit.
- If you wish to learn more about adding a new high demand electrical product (AC unit, EV Charging Station, Heat Pump etc), see the City's Directive that imposes a Federal Building Code evaluation requiring additional testing that creates a longer approval process.
- Townhouse power availability is pooled on a diminishing scale as more units are added.
- A/C units may not drain onto the ground. Only onto an evaporation plate.
- A two-stage compressor with dB rating less than 60 will be considered on a site-specific basis.
- For central A/C units, integrated into a furnace system, detailed interior plans with location of ducts and electrical are required.
- Ground level installations must be on concrete, a 1 meter or more from a neighbour's door or window and 30 cm clear of a fence or other Common Property.
- Installation on common property (not on a privacy area/ patio/ exclusive use area are rarely approved.
- Installation on a wood balcony is subject to restrictions similar to an apartment building.



Authorization:

Electrical Contractor or Engineer:

I confirm that a load calculation has been performed as per the current addition of Part 1 of the Canadian Electrical Code Section 8 and the supply service and consumers' service has the capacity to accommodate the additional electrical load

As described _____ Or an approved energy management system will be installed to control and mitigate a new load. _____

X

X

Registered Electrical Contractor or Engineer (signature)

Name/Company Name (printed)

Condo Board or Association:

I have reviewed the load calculation and understand the additional load to be added to the buildings supply service may decrease the capacity of the buildings supply service so that no additional loads maybe added in the future unless load management is provided and installed.

X

X

Condo Board or Association Representative (signature)

Condo Board or Association Name (printed)