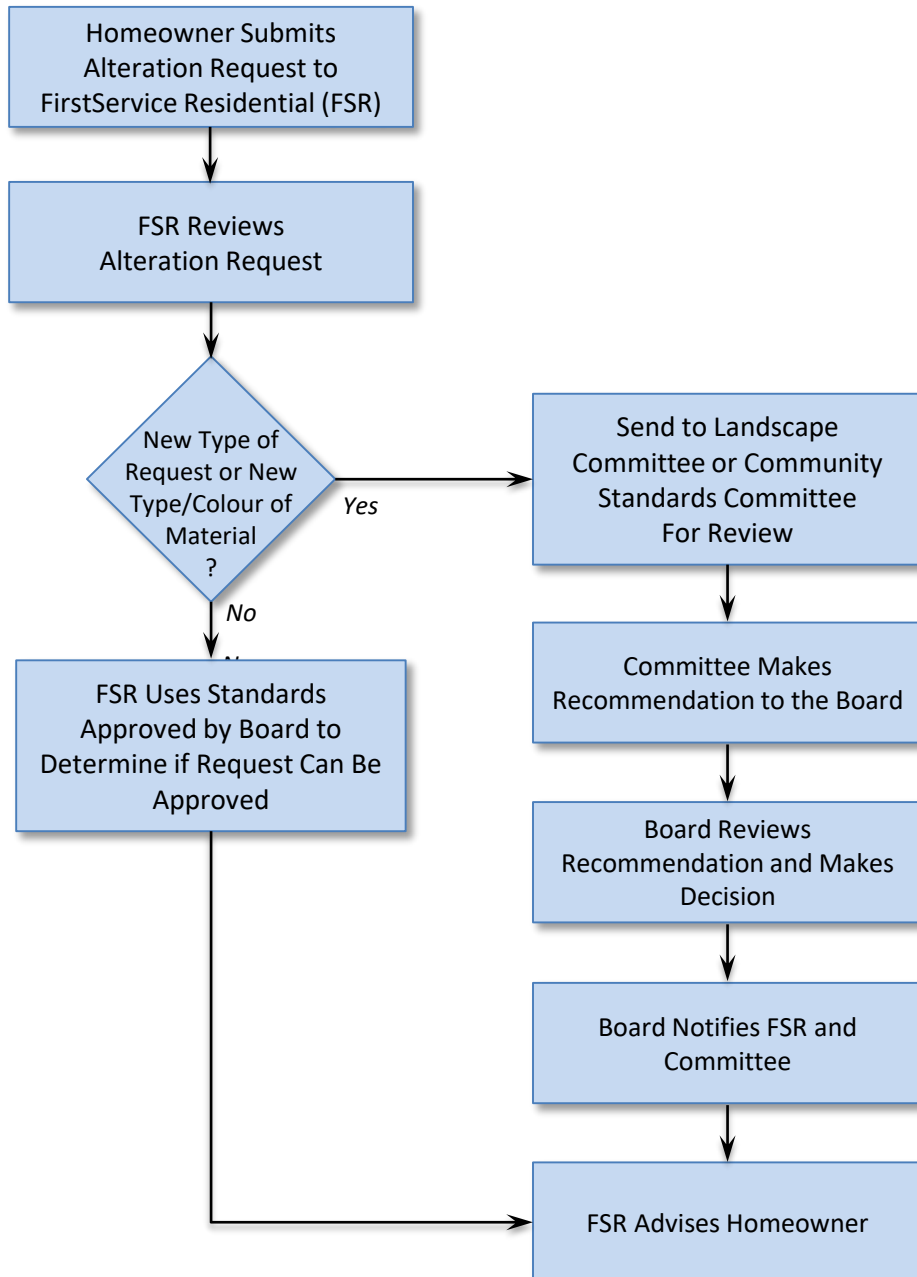




Alteration Request Process & Service Standards

Condo 5 – YRVLCC 1193

March 2014



Alteration Request Process & Service Standards (Cont.)

Condo 5 – YRVLCC 1193

March 2014

General Provisions

- Except where specifically exempted, all changes to the exterior of the home require an approved Alteration Request
- Alteration Requests should be submitted to FSR's mailbox at the Recreation Centre or by email.
- Work may be performed by a professional contractor or by the homeowner, but must be performed in a professional and workmanlike manner.
- The homeowner is responsible for complying with all relevant provincial and municipal building codes including Electrical and Fire Codes.
- All alteration requests are subject to inspection by FSR during and after installation to ensure that the work performed is consistent with the work approved by the Alteration Request.
- If an alteration is removed, the points of attachment to the unit must be restored, as near as possible, to their original condition.

Service Standard Goals for Processing Alteration Requests Commencing January 1, 2013

- If Alteration Request is Approvable by FSR, ≤ 10 Days
- If Alteration Request is Not Approvable by FSR, ≤ 30 Days