



**CITY OF COURTENAY**  
**Planning Services**  
830 Cliffe Avenue  
Courtenay, BC, V9N 2J7  
Tel: 250-334-4441 Fax: 250-334-4241  
Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# LETTER OF AUTHORIZATION STRATA PROPERTIES

## BUILDING PERMITS IN STRATA BUILDINGS

### Background:

The Strata Title Act requires the permission from a strata corporation be obtained whenever construction affects common property defined by the Strata Title Act.

### Implementation:

Written approval from the Strata Corporation IS REQUIRED when the proposed work involves common or limited common property.

- **“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, 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, or
      - iii. Between a strata lot or common property and another parcel of land, or
    - b. Wholly or partially 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.

### Written Approval:

The authorization letter below 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. This authorization letter should be accompanied by a copy of the signed Strata Council Meeting minutes giving the referenced approval.

### Further Information:

Should you have any questions contact your strata corporation. Questions regarding this City policy please contact the Building Division at 250-334-4441.



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## DESCRIPTION OF PROPERTY

Strata Plan Number:

Property Address:

Legal Description:

- I am a signing authority for the Strata Council of the above mentioned referenced property and hereby confirm that permission has been granted by the Strata Council.

## THE WORK PERMITTED IS AS FOLLOWS:


## STRATA COUNCIL CONTACT:

Name :	Position:	
Address:		
Tel:	Fax:	Email:
Date:	Signature:	

## AUTHORIZATION PROVIDED TO:

Name :		
Address:		
Tel:	Fax:	Email:
Date:	Signature:	

Attach a copy of the signed Strata Council Meeting minutes giving the above referenced approval.  
Original letters only will be accepted.