Approval Package Checklist

What to assemble before submitting a condo renovation application

The Documents

1. **Written scope and marked drawings**
   Show the demolition staying inside the unit boundary at a glance.
2. **Contractor insurance certificate**
   Issued in the form the corporation requires; ask management for the wording.
3. **Schedule with working hours and elevator needs**
   Matched to the building's rules before submission, not after.
4. **Permit status for the scope**
   Which permits apply and who is pulling them.

The People

1. **Ask management when the board meets**
   The meeting cycle sets your real timeline.
2. **Give the superintendent early notice**
   Access, elevator keys, and water shut-offs run through them.
3. **Flag anything near the unit boundary**
   Common-element questions go to the corporation before demo day, not during.

After Approval

1. **Read the conditions as contract terms**
   Hours, protection, inspections, and deposit terms all bind the project.
2. **Photograph the route before starting**
   Day-one photos make the final walkthrough a formality.
3. **Book the final walkthrough early**
   Deposit return follows the walkthrough, not the last day of work.

Submit complete, submit early, and the board cycle works for you instead of against you.

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