

ALTERATIONS TO COMMERCIAL PROPERTY, Permit Application

Tenant: _____ Premises Address: _____
Contact Name & Title: _____
Phone: _____ Email: _____

Detailed Description of Proposed Alterations (Attach separate document(s) if needed):

Estimated Start Date _____ **Estimated Completion Date** _____

Who will be performing the work? Include any sub-contractors

List Attachments (such as drawings, specifications)

Tenant (authorized signatory):

Print Name and Title

Signature _____ Date _____

Landlord:

Remarks / Conditions of Approval _____

This signed permit allows the Tenant to proceed with the work as described in this document, and any documents referenced above, with the approval of the Landlord (Southport). This permit does not replace the permit(s) required by the Local, Provincial or Federal Governments. This permit is only valid as long as the conditions on Page 2 have been, or are being, met.

Print Name and Title

Signature _____ Approval Date _____

PERMIT CONDITIONS

1. Work performed under this permit shall comply with all municipal by-laws, provincial regulations and the current Manitoba Building Code, as applicable.
2. All Federal, Provincial and Municipal safety codes and standards must be strictly adhered to. Drawings showing compliance with the above may be required.
3. All projects must be accompanied by the required permits. All work shall be inspected by the proper authorities.
4. Tenant to notify Landlord when alterations are complete.
5. Upon completion of the alterations, the Tenant shall provide the following to the Landlord in *electronic* format:
 - As-Built drawing(s)
 - Operations and Maintenance Manual(s)
 - Permit(s)
 - Installed Equipment Model and Serial No(s)
 - Technical Manual(s)
 - Inspection Certificate(s)
 - Parts List(s)

NOTES:

- This Permit shall not alter the terms and conditions of the applicable lease between the Tenant and the Landlord, or relieve the Tenant of its obligations under this lease.
- A Digging Permit approved by the Landlord is required prior to any excavation.
- If alterations do not proceed within 3 months of the Estimated Start Date indicated on Page 1, this Permit will be considered void and can only be reinstated by re-submission.