



Building Stronger Communities Together



Basement Modification

Date Issued: February 1, 2016

IMPORTANT REMINDERS

OCH may approve **minor modifications** for your basement. As long as they **comply with these standards**.

You are responsible for any damage to people or property caused by the modification, its installation or removal.

This document explains the basic conditions that must be met and maintained for the **modification of the basement in your home**.

BEFORE CONSIDERING THE MODIFICATION



For OCH to consider your application, you must:

- **Have written permission from OCH**
- Give plans or drawings to your Property Manager
- Have and maintain third party liability insurance
- Return OCH property to its original condition if OCH asks you to and when you move out
- Pay all costs of changes, installations, and repairs to any person or property

LIMITS ON INSTALLATION AND/OR MODIFICATION



- A modification may not
 - o change, alter or impair the structure of the unit/building
 - o connect to or alter the wiring or electrical system
 - o connect to or alter the plumbing system or any part of the Heating, Ventilation Air or Cooling (HVAC) systems within the unit or complex.
- Flooring may not be affixed to the floor (i.e. only floating floor or area rugs are allowed)
- Flooring may not cover drains, sewer clean outs or other supply lines
- Install suspended ceilings only
- Walls, ceiling or flooring may not cover or hide fixtures, furnace, appliances, water supply lines, sewer clean-out, hot water tank
- A modified basement may never be used as a bedroom or sleeping quarters
- A modification must be removed if OCH requires, for instance if OCH needs to do repairs
- Use only materials and finishes approved by Canadian Standards Association (CSA)
- Use flooring materials that are water resistant & mould resistant (i.e.: free draining sub-floor)

MAJOR MODIFICATION



- No major modifications will be permitted in any OCH unit basement.

END OF TENANCY



- Basement modifications must be removed when you move out

Department: Tenant Services
version 1 August 2016

