

## **Rules for renovations in apartment**

### **Municipality and the board of the housing association**

If your renovations exist of essential alterations, according to the planning and building act, you need to make a notice to the municipality before you will start the project. Before you start the project, you will also need a granted decision from the municipality. In addition to the notice and granted decision from the municipality you will also need to send an application to the board of the housing association and get the application approved.

### **What does essential alterations include?**

Essential alterations can be for example impact in load-bearing structure, essential changes of floor plans, projects that affects ventilation, water or drain. You might need to attest the quality of the walls. Information might be documented in the municipality's archive, if not you need to hire a professional to get the information confirmed. If you are uncertain if the alteration needs a notice to the municipality, please contact the municipality.

### **Important information**

Non load-bearing walls is the tenant owners' responsibility. You are allowed to alternate these walls if you are certain that the alteration is not an essential alteration.

- To avoid water damage when doing alterations in wet rooms rules and regulations provided from Trade Rules of the Swedish Ceramic Tile Council for Wet Rooms (BBV) as well as Trade Regulations for waterproof layers in thin-layer-constructions (GVK) needs to be followed.
- Renovations or projects that might affect electrical system needs to be done by a professional electrician. If the electric system might affect more than the apartments electrical system, then an application from the board of the housing association needs to be approved ahead of the start of the project.
- Renovations of the water system needs to be approved of the board of the housing association. A hired expert/professional needs to do the job.
- You may not block/close or change current ventilation.
- The tenant owner is responsible to keep waste away from public areas i.e. entrance and stairwells. Building waste can not be disposed in the housing association garbage chutes.
- Notice your neighbours before the project starts. A notice can be post in the stairwells and work can take place during workhours.

The board of the housing association Fanö

## Application of renovation in apartment

<b>Names of tenant owners (all)</b>		Application date:	
First- and surname			
First- and surname			
Phone number contact person			
Email contact person			
Apartment number (nr 001-294)		Sorögatan number	
Renovation entails	Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Other <input type="checkbox"/>		
Duration of project	Start:	End:	
<b>Planned activities</b>			
Describe what your project entails			
<p>You need to send the application the board of the housing association and get the application approved if your project entails essential alterations. Renovations or projects that might affect electrical system needs to be done by a professional electrician. rules and regulations provided from Trade Rules of the Swedish Ceramic Tile Council for Wet Rooms (BBV) as well as Trade Regulations for waterproof layers in thin-layer-constructions (GVK) needs to be followed when the project affects wet rooms. Documentation from entrepreneur shall be provided after the project is finished.</p>			
Application of renovation must be sent at least <b>1 month</b> before the project starts.			
<b>The project may not start until the board of the housing association have approved the application.</b>			
Copy of certificate of entrepreneurs will be attached to the application.			

Information of hired entrepreneurs			
Turnkey contract		Org.nr:	
Sub entrepreneur electrical		Org.nr:	
Sub entrepreneur water		Org.nr:	
Sub entrepreneur other		Org.nr:	
I/we hereby confirm above information			
Tennent owners signatures		Print name	
Signature 1			
Signature 2			
Approval of the board			
Approval of the board	Date:	Print name	
Signature 1			
Signature 2			