

**NOTICE TO ALL TENANTS AND  
GENERAL CONTRACTOR EMPLOYED BY TENANTS AT EATON CENTRE**

**Subject: Required documents when construction work is required/tenant's renovation**

To Whom It May Concern:

The foregoing is the procedure to follow while performing construction work within your unit. In addition, we would ask that you supply the necessary documents in order to accelerate the approval process and guidelines.

**A. Required documents prior to performing the work:**

1. A copy of the general contractor's license or contractor-owner's license.
2. Confirmation and proof of the following insurance policies:
  - a) Commercial general liability insurance with respect to the construction, in an amount of not less than \$5,000,000 as per the property and as required by the Lease provisions with mention of "Immeuble 705 Sainte-Catherine and Ivanhoe Cambridge Inc." as additionally insured.
  - b) Builder's Risk" property insurance covering all permanent construction and temporary work, for not less than the total contract price of Tenant's Work.
3. The work schedule with start and completion dates.
4. The list of subcontractors with their coordinates (specialty, project manager name, Telephone, fax, cellular telephone and pager numbers).
5. All required plans (as approved by Ivanhoe Cambridge).
6. On-site meeting with Operations Manager prior to any construction.
7. Copy of the CNESST registration application for the construction site.
8. Copy of the municipal construction permit or a proof of permit application form.
9. Copy of the request form to open an account with Hydro Quebec, if applicable.
10. Copy of the request form to open an account with Gas Métropolitain, if applicable.
11. Copy of the registration form to the municipality for the installation of a water meter, if applicable.

.../2

**B. Required documents following work completion:**

1. CNESST document (certified letter)
2. CCQ document (certified letter)
3. Statutory declaration with commissioner's original signature and seal. (See attached document).
4. Final release of lien from all subcontractors and general contractors.
5. As built drawings in electronic format (PDF, Autocad, etc).
6. Completed deficiencies work to the satisfaction of Ivanhoe Cambridge's representative.
7. Installed digital check meter, gas and water meter (if required) complete with Measurements Canada Certification.
8. Provide a complete air balancing report.
9. Construction Waste Diversion Report.
10. Copy of fire alarm verification report.