



Owners' associations of Bærumhus, Tavastehus and Uppsalahus, June 2021

Guide to renovating your apartment:

Renovation of your apartment is not permitted without prior written authorization from the management board. As board members are not building or construction experts, a set procedure is required to ensure the best possible process for both renovators and management board, as well as to meeting suitable requirements for quality and out of consideration for the property's building.

Bathrooms:

A building application must be submitted for any bathroom renovation. However, this does not apply to just changing the sanitary wear, such as sinks and toilets.

If the bathtub is replaced with a shower cubicle which entails tiling, wet room membrane and replacement of floor drains, then **the drain must be replaced by the property's plumber, whom must also be responsible for any floor structure breakthrough to the downstairs apartment.** For this purpose, the owner receives a form that must be completed and subsequently signed by the downstairs neighbor.

Changes to the drainage system must be reported to the municipality by the plumber, using the correct forms.

Work must be carried out according to the Danish Building and Urban Research Regulations 252 for "Wet rooms" (2015).

Copper installations and brass fittings are not permitted without the fitting of an ion trap at the same time.

All bathrooms have separate vent pipes over the roof. Electric fans must either be constantly operating, or be humidity controlled (humidistat extractor fan).

Tumble dryers are not be connected to the vent pipe or have an outlet to the outside, which is why they must be of a condenser type that do not require a vent pipe. Same rules apply for tumble dryers in the kitchen.

Underfloor heating solutions can *only* be done electrically, and it is not possible to connect it to the central heating system of the association.

Kitchen:

All kitchens have separate vent pipes over the roof. Cooker hoods are *not* to be connected to the vent pipe but must be recirculating with a charcoal filter.

Rules for *tumble dryers* in the bathroom also apply for installation in the kitchen.

It also applies to **both rooms** (bathroom and kitchen) that if water pipes and installations are covered, they must be able to be inspected. It is the owner's responsibility and expense that pipe boxes etc. are taken down and re-installed when work is required by the association in these rooms.

Kitchens can no longer be relocated to other rooms:

Due to an amendment in the building legislation, it now appears that *kitchens installed in another room require a cooker hood with a return to the outdoors/open air*. Relocating kitchens can therefore not be allowed, as moving will often cause displacement to the vertical pipes and return to the open air will cause inconvenience to the surrounding residents.

Partition walls:

There are two types of partition wall.

The first type is made of slag plates with plaster on both sides. Thickness is approx. 7 cm. These are not load bearing walls and can therefore be removed if desired and with permission from the management. There may be electrical installations encapsulated in the walls.

The other type of wall is made of bricks with plaster on both sides. Thickness is approx. 12 cm, 18 cm or 24 cm respectively, and for an outer wall approx. 36 cm. These walls are nearly all load bearing and are not to be removed or made smaller. In certain circumstances it is possible to add extra door frames with a width of up to 1.3 meters and upon following agreement with the property's building experts. Large openings require engineering estimates, that the owner herself must provide.

Regardless of whether the walls are load bearing or not, a building application is still required. The same applies to bricking up of doors.

Should any load bearing walls require work, a building application must be submitted to the municipality along with a letter of authorization from the owners' association as well as the engineering calculations applicant has had completed.

The property's building experts cannot be contracted by individual freehold flat owners.

Radiators:

Radiators must not be removed as this will affect the heat circulation and any meter readings from the district heating plant. Small radiators may, however, be removed following written consent from the management (administration).

General:

Any work/reorganisation on the property's main pipes for water, heating, electricity and waste is not permitted without special agreement from the property's building experts, and such work must be carried out by the property's own installers.

Never turn off water or electricity unless in cooperation with the property's caretakers, and adequate notification thereof must be given to allow for written warnings to be sent to other residents that may be affected.

Observe the house rules of your property:

Please be aware of the property's *house rules* and be considerate of your neighbors with regards to noise and other disturbances that may arise from the renovation (applicable rules are found in house rules page 1, point 7). Please take note of rules concerning work carried out on weekends.

Note that it is not allowed to use the main staircase as a workshop, and that you are responsible for removing all your own building waste – which is not to be placed in the bulky waste room (*storskraldsrummet*).

Responsibility:

The association, management, administration and association's building experts hold no responsibility for renovations; they only safeguard the association's interest in preventing any impairment to the property as well as complying with the federal constructing act.

The owner carries all responsibility and we therefore advise you to read all information carefully before applying (so you don't apply in vain). Also make sure you leave plenty of time for the application process.

→ *Please refer to the attached schedule for the actual procedure.*

Have fun with your renovations – and we wish you good luck.

Yours sincerely, on behalf of the management board and the engineer of the association.

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