

Phone: 514-657-2333

Toll-free: 1-855-657-2333

Email: enregistrement@garantiegcr.com

4101 Molson St., office 300 Montreal, Quebec H1Y 3L1

GarantieGCR.com

# PRE-ACCEPTANCE FORM

# **BUILDING HELD IN DIVIDED CO-OWNERSHIP**

# COMMON AREAS¹

# IMPORTANT NOTE

UNDER THE LEGISLATION, COMPLETING THIS FORM IN THE PRESENCE OF THE THREE FOLLOWING IS MANDATORY: THE CONTRACTOR, THE REPRESENTATIVE OF THE SYNDICATE OF CO-OWNERS AS WELL AS A BUILDING PROFESSIONAL. THE LATTER SHALL COMPLETE AND SIGN THIS FORM, IN ADDITION TO THEIR OWN REPORT.

Regardless of the type of building covered by the guarantee, an inspection prior to acceptance is required by the Regulation respecting the guarantee plan for new residential buildings.

The pre-acceptance inspection<sup>2</sup> of common areas shall be done following the receipt, by all known beneficiaries and by the syndicate of co-owners (when it is formed and no longer under the control of the contractor), of the end of work notification produced by the contractor.

The pre-acceptance inspection shall be performed jointly by the syndicate of co-owners, the contractor and the building professional chosen by the syndicate of co-owners. The building professional must be an architect, an engineer or a technologist member of a professional order, with training in the field of engineering or construction.

The pre-acceptance inspection is performed using this checklist, provided by the administrator and which content is approved by the *Régie du bâtiment du Québec*.

With this checklist, the syndicate of co-owners, the contractor and the building professional chosen by the syndicate of co-owners must cover all common areas (parts 25 and 33), to observe the status of the work.

The building professional chosen by the syndicate produces the act which constitutes the acceptance of the common areas, provided that specified minor work is completed, if applicable. Minor work could include: missing light fixture or hardware.

### NOTE TO PROFESSIONAL

The professional cannot complete the Declaration of acceptance of common areas if there is work to be completed in common areas of the building other than minor work. An inspection by the professional is performed using this checklist and is limited to a visual inspection of the elements comprising the common areas of the building. No responsibility shall fall on the professional with regard to any hidden defect or poor workmanship that could not normally be detectable during such verification.

1 of 4 (GCR-F141-08-2021) **CONTRACTOR** INITIALS

IDENTIFICA	TION					
CONTRACTO						
	ent du Québec licence holder: #				creditation: #	
	OF CO-OWNERS Name of represen					
					ode:	
Phone:		Email*:				
* By entering your er no promotional emai	mail address above, you agree to receive useful co il will be sent to you.	ommunications regardin	g your coveraç	ge from G	arantie de construction résidentielle (GCR);	
PROFESSION	AL Name of professional:		Т	Γitle and	Nº:	
Phone:		Email:				
BUILDING II	DENTIFICATION					
Address:			F	Postal c	ode:	
INSPECTION	N CHECKLIST - APPROVE	D BY THE R	ÉGIE D	U BÂ	TIMENT DU QUÉBEC	
EXTERIOR						
NUMBER	ITEM	VER	IFIED I	N/A	NOTES	
1. Land	Level of the ground surrounding the buil (space between facing and ground), des slopes carrying water away from the buil	scending				
	2.1 Foundation walls: insulation, waterproofin	g, cracks				
2. Foundations	2.2 Concrete roughcast					
2.3 Exterior water valve						

1. Land	1.1 Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>3</sup>		
	2.1 Foundation walls: insulation, waterproofing, cracks		
2. Foundations	2.2 Concrete roughcast		
2. Foundations	2.3 Exterior water valve		
	2.4 Exterior electrical outlets		
	3.1 Membrane or shingles		
3. Roofing	3.2 Vent outlets and screens		
3. Rooming	3.3 Attic hatch or access door		
	3.4 Gutters (if applicable) or parapets		
	4.1 Masonry: joints, weep holes		
4. Exterior facing	<b>4.2</b> Vinyl, aluminum or wooden siding: alignment of materials and joints		
	4.3 Siding, acrylic overlay or stucco		
5. Doors,	5.1 Installation, operation, hardware and finish		
windows,	5.2 Perimeter weatherstripping		
skylights, garage doors and other	<b>5.3</b> Door closer on front doors as well as exit doors or doors to garage		
openings	<b>5.4</b> Garage door opening mechanism or invert mechanism (security)		
6. Access to building and stairs, terraces or	6.1 Railings		
	6.2 Wood decking, concrete slab, or other		
	6.3 Electrical system: lighting and electrical outlets		
balconies	6.4 Plumbing system: water valves		
7. Chimney and	7.1 Masonry		
exhaust ducts	7.2 Exhaust trap operation		

# INTERIOR

NUMBER	ITEM	VERIFIED	N/A	NOTES
	1.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
	Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
1. Foyer	1.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing			
1. Poyer	1.4 Electrical systems: lighting, exit signs, fire sign and alarm system			
	1.5 Plumbing system: sprinklers			
	1.6 Ventilation and heating system			
	1.7 Vertical conveyors (ex: elevators)			
	<b>2.1</b> Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
4	2.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
2. Hallways	2.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing			
	<b>2.4</b> Electrical systems: lighting, exit signs, fire sign and alarm system			
	2.5 Plumbing system: sprinklers			
	2.6 Ventilation and heating system			
	<b>3.1</b> Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
3. Common	3.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
areas (pool, exercise room	3.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing			
or other)	<b>3.4</b> Electrical systems: lighting, exit signs, fire sign and alarm system			
	3.5 Plumbing system: sprinklers			
	3.6 Ventilation and heating system			
	4.1 Flooring: concrete and drainage			
	<b>4.2</b> Wall covering and ceilings: painted drywall, concrete or grillage			
4. Private storage	<b>4.3</b> Access doors and exit doors: door closer, hardware, finishing			
(lockers)	4.4 Electrical systems: lighting			
	4.5 Plumbing system: sprinklers			
	4.6 Ventilation and heating system			
	5.1 Flooring: concrete and drainage			
	5.2 Wall covering and ceilings: painted drywall, concrete			
	5.3 Columns and structure			
	<b>5.4</b> Access doors and exit doors: door closer, hardware, finish			
5. Garage	<b>5.5</b> Electrical systems: lighting, exit signs, fire sign and alarm system, electrical room			
	<b>5.6</b> Plumbing system: sprinklers, valves and sprinklers room			
	5.7 Ventilation and heating system			
	<b>5.8</b> Garbage room: walls, doors, flooring, standard and recycling containers			

Notes:					
DECLARATION OF THE CONTRACTOR					
On, the contractor declares having informed every known beneficiaries, the syndicate of co-owners and the administrator, of the end of the work on the common areas of the building.	Date of the end of work notification: //				
Name of duly authorized representative:					
SIGNATURE OF THE CONTRACTOR: X					
DECLARATION OF ACCEPTANCE OF COMMON AREAS OF	THE BUILDING				
On, the building professional <sup>4</sup> declares that the work pertaining to the common areas of the building is completed, provided that the work or minor work to be completed identified in this checklist is done, and that the building can serve for its intended use.					
ACCEPTANCE – WITHOUT RESERVATION <sup>5</sup> Date of the end of v (applicable only if there is work to be completed <sup>6</sup> )	1 / / /				
ACCEPTANCE – WITH RESERVATIONS (refer to the list of items to be corrected and/or completed  Set date for the end the work <sup>7</sup> :	DAY MONTH YEARS				
SIGNATURE OF THE PROFESSIONAL: X					
On, I declare that I have taken part in	n the pre-acceptance inspection for this building.				
SIGNATURE OF THE SYNDICATE REPRESENTATIVE: X					
SIGNATURE OF THE CONTRACTOR: X					
SIGNATURE OF THE PROFESSIONAL:					
<ol> <li>Common areas: those that are part of the building listed in the constituting act of co-ownership or, in the absence of specific particles.</li> </ol>	provisions in this act, those listed in section 1044 of the Civil Code of				
<ol> <li>In the absence of the acceptance of the common areas, the regulation contains, under certain conditions, a mechanism allowing the start of coverage of guarantees related to common areas. If after the receipt of an end of work notification transmitted by the Contractor, the acceptance of the common areas of your building was not performed, then the acceptance of the common areas is deemed to have occurred no later than 6 months after the receipt of the notification, by the syndicate of co-owners, if the 4 following conditions are met:         <ol> <li>Work in common areas is completed;</li> <li>The syndicate is formed and no longer under the control of the Contractor;</li> <li>The end of work notification transmitted by the contractor to the syndicate, when the latter was no longer under the control of the contractor, informing them of the end of the work and their obligations with respect to acceptance;</li> <li>6 months have elapsed since the receipt of this notification and the common areas have not been delivered to the syndicate, without cause.</li> </ol> </li> </ol>					
<ol> <li>Landscaping is excluded from the guarantee.</li> <li>Building professional: an architect, an engineer, or a technologist, member of a professional order, with training in the field of</li> <li>Acceptance with or without reservation by the professional only applies to visible components at the time of acceptance of the Minor work must be completed.</li> <li>Date on which all work will be completed, including minor work, if applicable.</li> </ol>					

The contractor accredited by GCR is responsible for registering your building. You can, however, send us copies of your documents at any time if you want to make sure that we have them on file and that your building is duly registered. You can email your documents to <a href="mailto:enregistrement@garantiegcr.com">enregistrement@garantiegcr.com</a>.

INITIALS



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# COMMON AREAS¹

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### NOTE TO PROFESSIONAL

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IDENTIFICA	TION				
CONTRACTO	)R				
Legal name:					
Régie du bâtime	ent du Québec licence holder: #	GC	CR accreditation	n:#	
SYNDICATE C	OF CO-OWNERS Name of representative:				
Address:		Po	stal code:		
Phone:	Email*:				
* By entering your er no promotional emai	mail address above, you agree to receive useful communications il will be sent to you.	regarding your coverage	from Garantie de co	onstruction résidentielle (GCR);	
PROFESSION	IAL Name of professional:	Titl	e and Nº:		
	Email:				
BUILDING I	DENTIFICATION				
Address:		Po	stal code:		
Registration: #_	Buildin	g details:			
INSPECTION	N CHECKLIST - APPROVED BY T	HE RÉGIE DU	BÂTIME	NT DU QUÉBEC	
EXTERIOR					
NUMBER	ITEM	VERIFIED N/A	A	NOTES	
1. Land	1.1 Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>3</sup>				

NUMBER	ITEM	VERIFIED	N/A	NOTES
1. Land	<b>1.1</b> Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>3</sup>			
	2.1 Foundation walls: insulation, waterproofing, cracks			
2. Foundations	2.2 Concrete roughcast			
2. Foundations	2.3 Exterior water valve			
	2.4 Exterior electrical outlets			
	3.1 Membrane or shingles			
3. Roofing	3.2 Vent outlets and screens			
3. Rooming	3.3 Attic hatch or access door			
	3.4 Gutters (if applicable) or parapets			
	4.1 Masonry: joints, weep holes			
4. Exterior facing	<b>4.2</b> Vinyl, aluminum or wooden siding: alignment of materials and joints			
	4.3 Siding, acrylic overlay or stucco			
5. Doors,	<b>5.1</b> Installation, operation, hardware and finish			
windows,	5.2 Perimeter weatherstripping			
skylights, garage doors and other	<b>5.3</b> Door closer on front doors as well as exit doors or doors to garage			
openings	<b>5.4</b> Garage door opening mechanism or invert mechanism (security)			
6. Access to building and stairs.	<b>6.1</b> Railings			
	<b>6.2</b> Wood decking, concrete slab, or other			
terraces or	<b>6.3</b> Electrical system: lighting and electrical outlets			
balconies	<b>6.4</b> Plumbing system: water valves			
7. Chimney and	7.1 Masonry			
exhaust ducts	7.2 Exhaust trap operation			

# INTERIOR

NUMBER	ITEM	VERIFIED	N/A	NOTES
	1.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
	Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
1. Foyer	1.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing			
	1.4 Electrical systems: lighting, exit signs, fire sign and alarm system			
	1.5 Plumbing system: sprinklers			
	1.6 Ventilation and heating system			
	1.7 Vertical conveyors (ex: elevators)			
	<b>2.1</b> Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
4	2.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
2. Hallways	2.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing			
	<b>2.4</b> Electrical systems: lighting, exit signs, fire sign and alarm system			
	2.5 Plumbing system: sprinklers			
	2.6 Ventilation and heating system			
	<b>3.1</b> Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
3. Common	<b>3.2</b> Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
areas (pool, exercise room	<b>3.3</b> Access doors and exit doors: door closer, draft proofing, hardware, finishing			
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	3.5 Plumbing system: sprinklers			
	3.6 Ventilation and heating system			
	4.1 Flooring: concrete and drainage			
	<b>4.2</b> Wall covering and ceilings: painted drywall, concrete or grillage			
4. Private storage	<b>4.3</b> Access doors and exit doors: door closer, hardware, finishing			
(lockers)	4.4 Electrical systems: lighting			
	4.5 Plumbing system: sprinklers			
	4.6 Ventilation and heating system			
	5.1 Flooring: concrete and drainage			
	5.2 Wall covering and ceilings: painted drywall, concrete			
	5.3 Columns and structure			
	<b>5.4</b> Access doors and exit doors: door closer, hardware, finish			
5. Garage	<b>5.5</b> Electrical systems: lighting, exit signs, fire sign and alarm system, electrical room			
	<b>5.6</b> Plumbing system: sprinklers, valves and sprinklers room			
	5.7 Ventilation and heating system			
	<b>5.8</b> Garbage room: walls, doors, flooring, standard and recycling containers			

Notes:					
DEC	LARATION OF THE CONTRACTOR	₹			
	DATE	-	Date of the end of work notification:		
	ing informed every known beneficiaries, the syndica administrator, of the end of the work on the commor		DAY MONTH YEARS		
Nan	ne of duly authorized representative:				
SIG	NATURE OF THE CONTRACTOR: X				
DEC	LARATION OF ACCEPTANCE OF C	COMMON AREAS OF TH	E BUILDING		
On			that the work pertaining to the common		
	as of the building is completed, provided that the wording can serve for its intended use.	rk or minor work to be completed ide	ntified in this checklist is done, and that the		
	ACCEPTANCE - WITHOUT RESERVATION <sup>5</sup>	Date of the end of work (applicable only if there is no work to be completed <sup>6</sup> )	DAY MONTH YEARS		
	ACCEPTANCE – WITH RESERVATIONS (refer to the list of items to be corrected and/or completed	Set date for the end of the work <sup>7</sup> :	// DAY MONTH YEARS		
SIG	NATURE OF THE PROFESSIONAL: X				
	2.75				
On <sub>.</sub>	DATE	, I declare that I have taken part in the	e pre-acceptance inspection for this building.		
SIG	NATURE OF THE SYNDICATE REPRESENTATIV	YE: X			
SIG	NATURE OF THE CONTRACTOR:	х			
SIG	NATURE OF THE PROFESSIONAL:	Х			
1.	Common areas: those that are part of the building listed in the constituting at Quebec.	ct of co-ownership or, in the absence of specific provision	ons in this act, those listed in section 1044 of the Civil Code of		
<ol> <li>In the absence of the acceptance of the common areas, the regulation contains, under certain conditions, a mechanism allowing the start of coverage of guarantees related to common areas. If after the receipt of an end of work notification transmitted by the Contractor, the acceptance of the common areas of your building was not performed, then the acceptance of the common areas is deemed to have occurred no later than 6 months after the receipt of the notification, by the syndicate of co-owners, if the 4 following conditions are met:         <ol> <li>Work in common areas is completed;</li> <li>The syndicate is formed and no longer under the control of the Contractor;</li> <li>The end of work notification transmitted by the contractor to the syndicate, when the latter was no longer under the control of the contractor, informing them of the end of the work and their obligations with respect to acceptance;</li> <li>6 months have elapsed since the receipt of this notification and the common areas have not been delivered to the syndicate, without cause.</li> </ol> </li> </ol>					
3. 4.	Landscaping is excluded from the guarantee.  Building professional: an architect, an engineer, or a technologist, member o	•			
5. 6.	Acceptance with or without reservation by the professional only applies to vis Minor work must be completed.	sible components at the time of acceptance of the build	ling.		
7.	Date on which all work will be completed, including minor work, if applicable.				

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# **BUILDING HELD IN DIVIDED CO-OWNERSHIP**

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CONTRACTO	ATION			
	or .			
Régie du bâtim	nent du Québec licence holder:#		GCR a	ccreditation: #
SYNDICATE	OF CO-OWNERS Name of representative:			
Phone:	Email*:			
	email address above, you agree to receive useful communications a	egarding your c	overage from (	Garantie de construction résidentielle (GCR);
PROFESSION	NAL Name of professional:		Title an	d Nº:
	Email:			
BUILDING 1	IDENTIFICATION			
Address:			Postal	code:
	Building	details:		
INSPECTIO	N CHECKLIST - APPROVED BY TH	HE RÉGII	E DU BÂ	ÀTIMENT DU QUÉBEC
EXTERIOR				
NUMBER	ITEM	VERIFIED	N/A	NOTES
1. Land	1.1 Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>3</sup>			
	2.1 Foundation walls: insulation, waterproofing, cracks			
2. Foundations	2.2 Concrete roughcast			
	2.3 Exterior water valve			
I	2.4 Exterior electrical outlets			

NOWBER	11 E.W	VEIXII ILD	17/7	NOILS
1. Land	1.1 Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>3</sup>			
	2.1 Foundation walls: insulation, waterproofing, cracks			
2. Foundations	2.2 Concrete roughcast			
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	2.4 Exterior electrical outlets			
	3.1 Membrane or shingles			
3. Roofing	3.2 Vent outlets and screens			
3. Rooming	3.3 Attic hatch or access door			
	3.4 Gutters (if applicable) or parapets			
	4.1 Masonry: joints, weep holes			
4. Exterior facing	<b>4.2</b> Vinyl, aluminum or wooden siding: alignment of materials and joints			
	4.3 Siding, acrylic overlay or stucco			
5. Doors,	5.1 Installation, operation, hardware and finish			
windows,	5.2 Perimeter weatherstripping			
skylights, garage doors and other	<b>5.3</b> Door closer on front doors as well as exit doors or doors to garage			
openings	<b>5.4</b> Garage door opening mechanism or invert mechanism (security)			
6. Access to building	6.1 Railings			
	6.2 Wood decking, concrete slab, or other			
and stairs, terraces or	6.3 Electrical system: lighting and electrical outlets			
balconies	<b>6.4</b> Plumbing system: water valves			
7. Chimney and	7.1 Masonry			
exhaust ducts	7.2 Exhaust trap operation			

# INTERIOR

NUMBER	ITEM	VERIFIED	N/A	NOTES
	1.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards			
	Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork			
1. Foyer	<b>1.3</b> Access doors and exit doors: door closer, draft proofing, hardware, finishing			
	<b>1.4</b> Electrical systems: lighting, exit signs, fire sign and alarm system			
	1.5 Plumbing system: sprinklers			
	1.6 Ventilation and heating system			
	1.7 Vertical conveyors (ex: elevators)			
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	5.2 Wall covering and ceilings: painted drywall, concrete			
	5.3 Columns and structure			
	<b>5.4</b> Access doors and exit doors: door closer, hardware, finish			
5. Garage	<b>5.5</b> Electrical systems: lighting, exit signs, fire sign and alarm system, electrical room			
	<b>5.6</b> Plumbing system: sprinklers, valves and sprinklers room			
	5.7 Ventilation and heating system			
	<b>5.8</b> Garbage room: walls, doors, flooring, standard and recycling containers			

Not	tes:					
DEC	LARATION OF THE CONTRACTOR					
hav	, the ving informed every known beneficiaries, the syndicate of administrator, of the end of the work on the common area.	co-owners and	Date of the end of work notification: //			
Naı	me of duly authorized representative:					
SIG	SNATURE OF THE CONTRACTOR: X					
DEC	LARATION OF ACCEPTANCE OF COM	MMON AREAS OF TH	IE BUILDING			
are	, the as of the building is completed, provided that the work or lding can serve for its intended use.		s that the work pertaining to the common entified in this checklist is done, and that the			
	ACCEPTANCE – WITHOUT RESERVATION⁵	Date of the end of wor (applicable only if there is no work to be completed <sup>6</sup> )	k://			
	ACCEPTANCE – WITH RESERVATIONS (refer to the list of items to be corrected and/or completed	Set date for the end of the work <sup>7</sup> :	DAY MONTH YEARS			
SI	GNATURE OF THE PROFESSIONAL: X	44				
On	, I de	clare that I have taken part in th	e pre-acceptance inspection for this building.			
SIG	SNATURE OF THE SYNDICATE REPRESENTATIVE:	х				
	GNATURE OF THE CONTRACTOR:	x				
SIG	SIGNATURE OF THE PROFESSIONAL:					
1. 2.	Common areas: those that are part of the building listed in the constituting act of co- Quebec.					
<ol> <li>In the absence of the acceptance of the common areas, the regulation contains, under certain conditions, a mechanism allowing the start of coverage of guarantees related to common areas. If after the receipt of an end of work notification transmitted by the Contractor, the acceptance of the common areas of your building was not performed, then the acceptance of the common areas is deemed to have occurred no later than 6 months after the receipt of the notification, by the syndicate of co-owners, if the 4 following conditions are met:         <ol> <li>Work in common areas is completed;</li> <li>The syndicate is formed and no longer under the control of the Contractor;</li> <li>The end of work notification transmitted by the contractor to the syndicate, when the latter was no longer under the control of the contractor, informing them of the end of the work and their obligations with respect to acceptance;</li> <li>6 months have elapsed since the receipt of this notification and the common areas have not been delivered to the syndicate, without cause.</li> </ol> </li> </ol>						
3. 4.	Landscaping is excluded from the guarantee.  Building professional: an architect, an engineer, or a technologist, member of a professional and a professional architect.	essional order, with training in the field of engir	neering or construction.			
5. 6. 7.	Acceptance with or without reservation by the professional only applies to visible co Minor work must be completed.  Date on which all work will be completed, including minor work, if applicable.	emponents at the time of acceptance of the built	ding.			
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The contractor accredited by GCR is responsible for registering your building. You can, however, send us copies of your documents at any time if you want to make sure that we have them on file and that your building is duly registered. You can email your documents to <a href="mailto:enregistrement@garantiegcr.com">enregistrement@garantiegcr.com</a>.