

City of Vancouver Certified Professional Program
Practice and Procedure Manual

Occupancy Permit Submission Documents Checklist					Date
(Sample for typical complex building)					Page 1
Project					
Address					
Building Permit Number					
Legend:					
COC = City Occupancy Clerk					
CPC = CP Coordinator					
DBI = District Building Inspector					
VFRS = Vancouver Fire & Rescue Service					
EUD = Energy Utilization Department					
Document	Action by	Submit Prior to City Demonstration	Submit Prior to City Final	Mandatory Submissions to City	Submissions to RP/CRP/CP Optional to City
1. Occupancy Permit Application					
Occupancy Permit Application	CP	3 weeks		to COC	
Test Protocol	CP	24 hours		to DBI	
Fire Safety Plan	Owner	2 weeks		to VFRS	
2. Final Design Drawings (one copy signed and sealed by RP, labelled as "Final Design Drawings", c/w CP stamp, signature & date)					
Record drawing transmittal	CP		1 week	to CPC	
Architectural	Architect		1 week	to CPC	
c/w Alternative solutions on front page	CRP		1 week	to CPC	
Guards/handrails	Guard contractor		1 week	to CPC	
Structural	Structural engineer		1 week	to CPC	
Mechanical	Mechanical engineer		1 week	to CPC	
Plumbing	Plumbing engineer		1 week	to CPC	
Fire suppression	Fire suppression engineer		1 week	to CPC	
Electrical	Electrical engineer		1 week	to CPC	
Geotechnical (if changes made)	Geotechnical engineer		1 week	to CPC	
3. Schedules S-B Letters of Assurance - For Design during Construction (one original signed and sealed)					
Upper windows	Trade contractor				to RP/CRP/CP
Storefront windows	Trade contractor				to RP/CRP/CP
Wall cladding	Trade contractor				to RP/CRP/CP
Metal roof panels	Trade contractor				to RP/CRP/CP
Misc. Metals and Structural Steel	Trade contractor				to RP/CRP/CP
Exterior & interior steel studs & soffits	Trade contractor				to RP/CRP/CP
Window washing anchors	Trade contractor				to RP/CRP/CP
Mechanical seismic	Trade contractor				to RP/CRP/CP
Plumbing seismic	Trade contractor				to RP/CRP/CP
Electrical seismic	Trade contractor				to RP/CRP/CP
Guards & handrails	Trade contractor				to RP/CRP/CP
Brick ties	Trade contractor				to RP/CRP/CP
Pool design	Trade contractor				to RP/CRP/CP
4. Letters of Assurance - Field Review - Prime Consultants					
Schedule CP-2	CP		24 hours	to DBI	
Schedule C-A	CRP		24 hours	to DBI	
Schedules C-B					
Architectural	Architect		24 hours	to DBI	
Structural	Structural engineer		24 hours	to DBI	
Mechanical	Mechanical engineer		24 hours	to DBI	
Plumbing	Plumbing engineer		24 hours	to DBI	
Fire suppression	Fire suppression engineer		24 hours	to DBI	
Electrical	Electrical engineer		24 hours	to DBI	
Geotechnical (2 originals)	Geotechnical engineer		24 hours	to DBI	
Schedule D-2	Building envelope consultant		24 hours	to DBI	

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5. Letters of Assurance - Field Review - Trade Contractors					
Schedules S-C					
Upper windows	Trade contractor				to RP/CRP/CP
Storefront windows	Trade contractor				to RP/CRP/CP
Wall cladding	Trade contractor				to RP/CRP/CP
Metal roof panels	Trade contractor				to RP/CRP/CP
Misc. Metals and Structural Steel	Trade contractor				to RP/CRP/CP
Exterior & interior steel studs & soffits	Trade contractor				to RP/CRP/CP
Window washing anchors	Trade contractor				to RP/CRP/CP
Mechanical seismic	Trade contractor				to RP/CRP/CP
Plumbing seismic	Trade contractor				to RP/CRP/CP
Electrical seismic	Trade contractor				to RP/CRP/CP
Guards & handrails	Trade contractor				to RP/CRP/CP
Brick ties	Trade contractor				to RP/CRP/CP
Pool construction	Trade contractor				to RP/CRP/CP
6. Fire Suppression, Plumbing and Mechanical					
Sprinkler material test certificates					
underground piping	Trade contractor	24 hours		to DBI	
above ground piping	Trade contractor	24 hours		to DBI	
Standpipe material test certificate - above ground	Trade contractor	24 hours		to DBI	
Fire pump start up & flow test data sheet	Trade contractor	24 hours		to DBI	
Backflow preventer test report	Trade contractor	24 hours		to DBI	
Chlorination certificate	Trade contractor	24 hours		to DBI	
Heat Trace Confirmation Letter	Trade contractor	24 hours		to DBI	
Parkade CO detectors calibration certificate	Trade contractor				to RP/CRP/CP
HVAC balancing report (Life Safety Fans)	Trade contractor				to RP/CRP/CP
7. Fire Alarm & Electrical					
Fire alarm certificate of verification	Trade contractor	24 hours		to DBI	
Appendix C of CAN/ULC-S537-97	Trade contractor	24 hours		to DBI	
Emergency Generator Verification report per CoV Bulletin 2000-022-EL	Trade contractor	24 hours		to DBI	
ULC Certificate "Central Station Fire Protective Signalling Service" with site specific certificate	Trade contractor	24 hours		to DBI	
8. Energy Utilization Conformance Letters					
Transmittal to Energy Utilization Dept.	CP		1 week	to EUD	
Building envelope (insulation, vapor barrier)	Architect		1 week	to EUD	
Mechanical equipment	Mechanical engineer		1 week	to EUD	
Lighting	Electrical engineer		1 week	to EUD	
9. Alternative Solutions					
Cover letter with list of Alternative Solutions	CP		24 hours	to DBI	
Letter of conformance with Alternative Solutions	Alternative Solutions		24 hours	to DBI	
10. Survey Certificate					
Non-encroachment building survey	General contractor		24 hours	to DBI	
Site survey confirming height of building	General contractor		24 hours	to DBI	
11. Inspection clearances					
Electrical Inspector's clearance	Trade contractor				to RP/CRP/CP
Plumbing Inspector's clearance	Trade contractor				to RP/CRP/CP
Waterworks clearance	Trade contractor				to RP/CRP/CP
Sprinkler inspector's clearance	Trade contractor				to RP/CRP/CP
Provincial Gas Inspector clearance	Trade contractor		24 hours	to DBI	
Fire Department clearance	CP				to RP/CRP/CP
Elevator Inspector's clearance	Trade contractor	24 hours		to DBI	
Health Inspector clearance	Trade contractor				to RP/CRP/CP
Ministry of Environment - soil remediation	Trade contractor		24 hours	to DBI	