



Application for Occupancy Permit

OC	Staff Use Only
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Property Information

Street No.	Street Name		
Description of proposed area to be occupied (house, building, floors, unit, suites)			
Legal Description			
Lot	Block	District Lot	Plan
Use of Building/Premises (residence, type of business)			
Proposed Occupancy Date (YYYY-MM-DD: this application must be submitted at least three weeks prior to proposed occupancy)			

Associated Permits

Please include at least one of the following associated permit numbers for work done on the property prior to your proposed occupancy date. All final inspections and required clearances must be complete before the occupancy permit can be issued. For further information, please phone the Development, Buildings & Licensing Services Centre at: 604-873-7611.	
Development Permit No. DP- -	Building Permit No. BP- -
Development and Building Permit No. (combined single permit) DB- -	Special Inspection No. IA- -

Applicant Information

First Name		Last Name	
Company Name (if applicable)		Telephone No.	
Street No.	Street Name	Suite/Unit No.	Mobile No.
City/Town	Province	Postal Code	Fax No.
Email Address			

“CERTIFICATION: I hereby certify that I am the owner or am acting on behalf of the owner and I acknowledge that before an Occupancy Permit will be issued, I must, prior to the proposed occupancy date, deliver to the City of Vancouver, Development, Buildings and Licensing Department, the appropriate Letters of Assurance as required pursuant to the Building By-law certifying that the building or applicable portion, for which an Occupancy Permit is being applied for, substantially conforms, in all material respects to the approved plans and the requirements of the Building By-law must be substantially complied with, before occupancy will be authorized for that date”. An extra charge may be levied for any re-inspection of work after the “proposed occupancy date”.

Signature	Print Name	Date (yyyy-mm-dd)
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