

Certified Professional Program  
Practice and Procedure Manual

Occupancy Permit Submission Documents Checklist (Sample for typical complex building)				Date	
<b>Project</b>					
<b>Address</b>					
<b>Building Permit Number</b>					
<b>Legend:</b>					
COC = City Occupancy Clerk					
FDPC= Final Design Drawing Project Coordinator					
DBI = District Building Inspector					
VFRS = Vancouver Fire & Rescue Service					
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
<b>1. Occupancy Permit Application</b>					
Occupancy Permit Application	CP	3 weeks		to COC	
Test Protocol	CP	48 hours		to DBI	
Fire Safety Plan	Owner	2 weeks		to VFRS	
<b>2. Final Design Drawings (one copy signed and sealed by RP, labelled as "Final Design Drawings", c/w CP stamp, signature &amp; date)</b>					
Final Design Drawing checklist	CP		4 weeks	to FDPC	
DP Compliance Letter	CRP / Architect		4 weeks	To FDPC	
Architectural	Architect		4 weeks	to FDPC	
c/w Alternative solutions on front page	CRP		4 weeks	to FDPC	
Guards/handrails	Guard contractor		4 weeks	to FDPC	
Structural	Structural engineer		4 weeks	to FDPC	
Mechanical	Mechanical engineer		4 weeks	to FDPC	
Plumbing	Plumbing engineer		4 weeks	to FDPC	
Fire suppression	Fire suppression engineer		4 weeks	to FDPC	
Electrical	Electrical engineer		4 weeks	to FDPC	
Geotechnical (if changes made)	Geotechnical engineer		4 weeks	to FDPC	
<b>3. Schedules S-B Letters of Assurance - For Design during Construction (one original signed and sealed)</b>					
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
<b>4. Letters of Assurance - Field Review - Prime Consultants</b>					
Schedule CP-2	CP		48 hours	to DBI	
Schedule C-A	CRP		48 hours	to DBI	
Schedules C-B					
Architectural	Architect		48 hours	to DBI	
Structural	Structural engineer		48 hours	to DBI	
Mechanical	Mechanical engineer		48 hours	to DBI	
Plumbing	Plumbing engineer		48 hours	to DBI	
Fire suppression	Fire suppression engineer		48 hours	to DBI	
Electrical	Electrical engineer		48 hours	to DBI	
Geotechnical (2 originals)	Geotechnical engineer		48 hours	to DBI	
Schedule C-D	Building envelope consultant		48 hours	to DBI	

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<b>5. Letters of Assurance - Field Review - Trade Contractors</b>					
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
<b>6. Fire Suppression, Plumbing and Mechanical</b>					
Sprinkler material test certificates					
underground piping	Trade contractor	48 hours		to DBI	
above ground piping	Trade contractor	48 hours		to DBI	
Standpipe material test certificate - above ground	Trade contractor	48 hours		to DBI	
Fire pump startup & flow test data sheet	Trade contractor	48 hours		to DBI	
Backflow preventer test report	Trade contractor	48 hours		to DBI	
Chlorination certificate	Trade contractor	48 hours		to DBI	
Heat Trace Confirmation Letter	Trade contractor	48 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
<b>7. Fire Alarm &amp; Electrical</b>					
Fire alarm certificate of verification	Trade contractor	48 hours		to DBI	
Appendix C of CAN/ULC-S537-97	Trade contractor	48 hours		to DBI	
Emergency Generator Verification report per CoV Bulletin 2000-022-EL	Trade contractor	48 hours		to DBI	
ULC Certificate "Central Station Fire Protective Signaling Service" with site specific certificate	Trade contractor	48 hours		to DBI	
<b>8. Energy Compliance Checklist &amp; Documentation</b>					
Final Design Drawing checklist	CP		4 weeks	to FDPC	
Energy checklist w/Occupancy Permit Stage	Architect / Engineer		4 weeks	to FDPC	
Revised Deliverables Compliance Documents (Lighting, Envelope, Mechanical, ECB,HVAC,SWH)	Architect / Engineer		4 weeks	to FDPC	
<b>9. Green Building Policy for Rezoning's Checklist</b>					
Final Design Drawing checklist	CP		4 weeks	to FDPC	
Checklist & supporting documents	Architect / Engineer		4 weeks	to FDPC	
<b>10. Alternative Solutions</b>					
Cover letter with list of Alternative Solutions	CP		48 hours	to DBI/FDPC	
Letter of conformance with Alternative Solutions	Alternative Solutions		48 hours	to DBI/FDPC	
<b>11. Survey Certificate</b>					
Non-encroachment building survey	General contractor		48 hours	to DBI	
Site survey confirming height of building	General contractor		48 hours	to DBI	
<b>12. Inspection clearances</b>					
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		48 hours	to DBI	
Fire Department clearance	CP				to RP/CRP/CP
Elevator Inspector's clearance	Trade contractor	48 hours		to DBI	
Health Inspector clearance	Trade contractor				to RP/CRP/CP
Ministry of Environment - soil remediation	Trade contractor		48 hours	to DBI	
Property Use	Trade contractor				To RP/CRP/CP