

Occupancy Permit Submission Documents Checklist (Sample for typical complex building)				Date	
Project					
Address					
Building Permit Number					
Legend:					
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
1. Occupancy Permit Application					
Occupancy Permit Application	CP	3 weeks		to COC	
Test Protocol	CP	48 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)					
DP Compliance Letter	CRP / Architect		4 week	To FDPC	
Record drawing transmittal	CP		4 week	to FDPC	
Architectural	Architect		4 week	to FDPC	
c/w Alternative solutions on front page	CRP		4 week	to FDPC	
Guards/handrails	Guard contractor		4 week	to FDPC	
Structural	Structural engineer		4 week	to FDPC	
Mechanical	Mechanical engineer		4 week	to FDPC	
Plumbing	Plumbing engineer		4 week	to FDPC	
Fire suppression	Fire suppression engineer		4 week	to FDPC	
Electrical	Electrical engineer		4 week	to FDPC	
Geotechnical (if changes made)	Geotechnical engineer		4 week	to FDPC	
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		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 D-2	Building envelope consultant		48 hours	to DBI	

Certified Professional Program
Practice and Procedure Manual

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
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	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
7. Fire Alarm & Electrical					
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	
8. ASHRAE 90.1 / or NEBC Conformance Letters					
Transmittal to Final Design Drawings PCs	CP		4 weeks	to FDPC	
ASHRAE 90.1 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	
9. Alternative Solutions					
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	
10. Survey Certificate					
Non-encroachment building survey	General contractor		48 hours	to DBI	
Site survey confirming height of building	General contractor		48 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		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