

UBC DEVELOPMENT REGULATIONS

Occupancy Permit Documentation

Address: _____

Legal Description: _____

Building Permit #: _____

The following list represents the items that must normally be submitted in support of an application for an Occupancy Permit. Items which are Code related must be *acceptable* before an Occupancy Permit will be issued. Words in italics are as defined in the BC Building Code or the UBC Development Regulations.

- Completed application form for an Occupancy Permit,
- Schedule C-A Letters of Assurance from the *Coordinating Registered Professional*.
- Schedules C-B Letter of Assurance for each *Registered Professional*
- Letter(s) of Assurance from the Fire Protection Consultant with respect to Equivalents,
- Building envelope professional D2 letter of compliance,
- Final design drawings (minimum), as-built drawings, or record drawings (preferred) with all fire safety systems and equivalents shown and referenced,
- Final inspection report and approval from the Provincial Elevator Branch Inspector,
- Final inspection card from UBC Plumbing Inspector,
- Final inspection report and approval from the Provincial Gas, Electrical and Boiler Inspectors,
- Original of the Fire Alarm Verification Certificate and inspection report,
- Confirmation that the fire alarm monitoring system has been verified, is functioning, and is being monitored,
- Contractor's Aboveground Material Test Certificate(s) once the sprinkler system has been flushed, inspected and tested to meet the applicable NFPA standards,
- Contractor's Underground Material Test Certificate(s),
- Backflow Preventor Test Certificate(s),
- Final inspection report and approval from Vancouver Fire & Rescue,
- An approved Fire Safety Plan (to Vancouver Fire & Rescue) with signage in place,
- A letter of acceptance from the Fraser Health Authority with respect to fume hood operation, and the storage and handling of hazardous materials,
- Development Permit compliance checklist, sealed by the Architect.
- Confirmation that all required systems have been demonstrated to the Consultant and the *Owner's* maintenance personnel, and
- A letter of confirmation of site survey from a BC Land Surveyor.