

Planning Department

Planning Department Approval is required prior to occupancy approval by the Building Inspector.

Any works or securities identified in the Development Permit must be confirmed in place prior to Planning Department Approval. Once works are complete, contact the Planning Department for final approval. If for any reason the landscaping or other mitigative works have not been completed, contact the Planning Department.

Pre-Final Checklist

- Development Permit conditions met
- Survey by a BC Land Survey has been submitted
- Planning site visit completed

Engineering Department

Engineering Department Approval is required prior to occupancy approval by the Building Inspector.

- Registration of any easements or rights of way are completed
- Substantial completion submission by the project Civil Engineer
- Satisfactory testing results
- Relevant warranties and security for completed works
- All to the satisfaction of the Municipal Engineer

Plumbing / Sprinkler / On-site Servicing Approval

- Backflow Test Certificate
- Fire Protection Sprinkler Contractors Material and Test Certificate for above-ground piping
- Fire Protection Sprinkler Contractors Material and Test Certificate for below-ground piping
- Civil Engineers On-site Servicing Reports

OCCUPANCY APPROVAL REQUIREMENTS

COMMERCIAL BUILDING PERMITS

Fire Department

Fire Department Approval is required prior to occupancy approval by the Building Inspector.

- Provide Fire safety Plan (prior to final inspection for review)
- Fire alarm verification
- Fire Department site inspection to confirm: location of, on site hydrants, access key, enunciator panel, emergency lighting, fire extinguishers, hose connections and overall equipment access
- If applicable, NFPA range hood installation inspection and documentation for the installation of the extinguishing system

Building Department

Prior to calling for an occupancy inspection:

- Completion of all previous permits if applicable, demo or foundation
- Provide a copy of Island Health approval if applicable
- Confirmation of any covenants that were to be registered on title
- Provide all final letters of assurance and field reviews
- Schedule C-A-C-B Architectural/Coordinating Registered Professional (**CRP**)
- C-B Structural, Mechanical, Plumbing/Fire suppression, Electrical, Civil and Geotechnical
- Provide Lift/Elevator Operation Certificate
- Alternative Solution field reviews if applicable
- Arrange with the Area Building Inspector a walk through with the CRP

NOTE: An effort has been made to provide a clear and extensive occupancy requirements list; there is the potential that other items may arise.