

FULL CERTIFICATE OF OCCUPANCY APPLICATION

For New Complex Buildings

PART 1: SITE INFORMATION

Site Address: _____
Building Permit #: _____

PART 2: APPLICANT INFORMATION – COORDINATING REGISTERED PROFESSIONAL (CRP)

Name: _____ Company: _____
Phone: _____ Email: _____

PART 3: APPLICATION TO INCLUDE THE FOLLOWING

Final Certificate of Occupancy Guide
Final Documentation Binder

PART 4: APPLICANT SIGNATURE

CRP Signature: Date:

Office Use Only: COO #	<input type="text"/>
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FULL CERTIFICATE OF OCCUPANCY GUIDE

For New Complex Buildings

The Documentation Guide and all required documentation must be submitted to the Building Inspector **five business days prior to the Final Building Inspection.**

The Documentation Guide and all required documentation must be submitted in a tabbed ring binder. Original Documentation Required. Tabs are to correspond to the Guide requirements below.

Building Permit Number: _____

Project Address: _____

Submission Requirements

Included (Tick Box)	Tab	Item	Office Use
			OK
<input type="checkbox"/>	1	<ul style="list-style-type: none"> ▪ Full Certificate Of Occupancy Application Form 	
<input type="checkbox"/>	2	<ul style="list-style-type: none"> ▪ Fire Protection and Life Safety Demonstration Protocol / Procedure 	
<input type="checkbox"/>	3	Letters of Assurance 1. Co-ordinating Registered Professional 2. Architectural 3. Structural 4. Mechanical 5. Plumbing 6. Fire Suppression Sprinklers 7. Electrical 8. Geotechnical (Temporary) 9. Geotechnical (Permanent) 10. Civil 11. Fire Suppression – Commercial Kitchen	

**PLANNING & DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

CITY OF NORTH VANCOUVER
141 WEST 14TH STREET, NORTH VANCOUVER, BC V7M 1H9
T 604 982 WORK (9675)
BUILDINGPERMITS@CNV.ORG



Included (Tick Box)	Tab	Item	Office Use
			OK
<input type="checkbox"/>	4	Professional Review Letters 1. Alternative Solutions - Letters of Completion 2. Integrated Fire Protection and Life Safety Systems (as per CAN/ULC-S1001) – Integrated Testing Coordinator – confirmation letter 3. Integrated Testing Plan (as per CAN/ULC-S1001) – Submit directly to Fire Dept	
<input type="checkbox"/>	5	Fire Alarm 1. Fire Alarm Verification Certificate (as per CAN/ULC S537) 2. Fire Alarm Verification Report (Appendix C, CAN/ULC S537) 3. Certificate or Signed Contract from ULC-Listed Monitoring Agency (as per CAN/ULC S561)	
<input type="checkbox"/>	6	Provincial Approvals 1. Certificate to Operate Elevating Device (one for each device) 2. Technical Safety BC - Gas Approval 3. Vancouver Coastal Health Approval – Pools/Hot Tubs/Sprays	
<input type="checkbox"/>	7	Energy Documents 1. Completion Report 2. Energy Intensity Report (As-Built)	
<input type="checkbox"/>	8	Survey - BCLS ▪ Include setbacks, elevations, height of building and roof top structures ▪ Original signed and sealed – no photocopies	
<input type="checkbox"/>	9	As-Constructed Drawings ▪ Depending on site changes from approved permit drawings ▪ Electronic format - each page to indicate 'As-Constructed' and dated ▪ To submit drawings contact us at buildingpermits@cnv.org to request a "send it" link	

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Included (Tick Box)	Tab	Item	Office Use
			OK
<input type="checkbox"/>	10	<p>Planning Dept Documentation – to be provided directly to planning@cnv.org</p> <ol style="list-style-type: none"> 1. Letter of Assurance – Landscape – Schedule C-L 2. Strata Documentation 3. Compliance with Housing Agreement <ul style="list-style-type: none"> ▪ List of which units in building will be rented as Mid-Market Rental (MMR) (incl. address and no. of bedrooms for each unit) ▪ List of rent price for each MMR unit 	

Full Certificate of Occupancy Procedure NEW COMPLEX BUILDINGS

The Co-ordinating Registered Professional is to facilitate all inquiries and documentation regarding the project.

- The Certificate of Occupancy Guide and all required documentation to be submitted to the Building Inspector a minimum of five business days prior to final building inspections being arranged.
- Final Building Inspections and Life Safety Demonstration will be scheduled by the Building Inspector once a complete documentation package is reviewed and trade inspection approvals obtained.
- Final Building Inspections are conducted in advance of and on a separate day than the Life Safety Demonstration.
- At Final Inspection and Life Safety Demonstration All areas of the building must be unlocked in advance for access.
- Depending on scope of work, multiple days may be required for inspections.

In order for the City to consider occupancy, the following is to be completed:

- Full Certificate of Occupancy Application submitted
- Full Certificate of Occupancy Guide with final documentation binder
- Trade Permits – confirm trade contractors have obtained final approvals:
 - Electrical
 - Plumbing
 - Sprinkler
 - Plumbing Service / Drainage
 - Gas
- Contact CNV departments directly for site reviews to confirm full occupancy / final approvals obtained:
 - Fire
 - Development Services
 - Planning
 - Lonsdale Energy Corporation

Full Certificate of Occupancy Procedure NEW COMPLEX BUILDINGS

Life Safety Demonstration

As per BC Building Code, a coordinated final demonstration/witnessing of the life safety systems is to be arranged for the Authority Having Jurisdiction.

Final Building Inspections and Life Safety Demonstration will be scheduled by the Building Inspector once a complete documentation package is reviewed and trade inspection approvals obtained.

Final Building Inspections are conducted in advance of and on a separate day than the Life Safety Demonstration.

The Life Safety Demonstration to be facilitated by the Coordinating Registered Professional or Code Consultant and attended by the following:

- Co-ordinating Registered Professional
- Code Consultant
- Registered Professionals
- Contractor
- Sub-trades
- Architectural, building, mechanical, plumbing, fire suppression and electrical disciplines
- Fire Department
- Building and Trade Inspectors

Fire Protection and Life Safety Demonstration Protocol/Procedure to be provided.

To make the best use of time:

- Ensure radios and equipment are in working order.
- All areas of the building unlocked in advance for access.