

INTERIM / PARTIAL / RENEWAL / ADDITIONAL CERTIFICATE OF OCCUPANCY APPLICATION

PART 1: SITE INFORMATION

Site Address: _____ Unit#: _____
Building Permit #: _____ COO # _____

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

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

PART 3: INDICATE TYPE OF APPLICATION AND SUBMIT DOCUMENTATION

	Interim / Partial Occupancy		
	Interim / Partial Occupancy Checklist		Final Documentation Binder

	Renewal of Interim and/or Additional Areas of the Building		
	Renewal – Request		Additional Areas of Building – Written Request by CRP with Scope
	Letters of Assurance Documentation for Additional Areas of Building		Updated Construction Site Safety Plan – (Approved by Fire Department)

PART 4: TYPE OF OCCUPANCY – FEE WORKSHEET

_____ # of Residential Units _____ x \$110.00 = _____ + GST = _____

_____ Other Classification _____ \$550.00 +GST = _____

PART 5: APPLICANT SIGNATURE

CRP Signature: _____ Date: _____

As per the City Construction Regulation Bylaw, an Interim / Partial Occupancy Certificate is valid for 30 days from date of issuance. The CRP is to make application prior to the 30 day expiry date to extend / renew the Interim / Partial Occupancy

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPrivacy@cnv.org or 604-985-7761.

Interim/Partial Occupancy Documentation Checklist New Complex Buildings

The Documentation Checklist and all required documentation must be submitted to the Building Inspector five business days prior to final building inspections and the life safety demonstration scheduling.

The Documentation Checklist and all required documentation must be submitted in a tabbed ring binder. Numbered tabs are to correspond to the Checklist 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"> ▪ Interim / Partial Occupancy Application Form ▪ Fee payment 	
<input type="checkbox"/>	2	<ul style="list-style-type: none"> ▪ Provide letter from Code Consultant that supports and identifies areas are safe to occupy, identifies any deficiencies and areas to be excluded. 	
<input type="checkbox"/>	3	<ul style="list-style-type: none"> ▪ Provide floor plans for the entire project and site plan identifying areas that are proposed to be occupied and excluded. 	
<input type="checkbox"/>	4	<ul style="list-style-type: none"> ▪ Updated Construction Fire Safety Plan for the entire project to be submitted to Fire Department for review. ▪ Submit copy to Building Department. 	
<input type="checkbox"/>	5	<ul style="list-style-type: none"> ▪ Fire Protection and Life Safety Demonstration Protocol / Procedure. 	

Interim/Partial Occupancy Documentation Checklist

Included (Tick Box)	Tab	Item	Office Use
			OK
<input type="checkbox"/>	6	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. Fire Suppression - Commercial Kitchen	
<input type="checkbox"/>	7	Professional Review Letters 1. Alternative Solutions - Letters of Completion 2. Integrated Fire Protection and Life Safety Systems (as per CAN/ULC-S1001) – 3. Integrated Testing Coordinator – confirmation letter	
<input type="checkbox"/>	8	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"/>	9	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/Spray	
<input type="checkbox"/>	10	Survey - BCLS <ul style="list-style-type: none"> ▪ Include setbacks, elevations, height of building and roof top structures. 	
<input type="checkbox"/>	11	As-Built Drawings <ul style="list-style-type: none"> ▪ May be requested by the inspector ▪ Depending on site changes from approved permit drawings ▪ PDF format - each page to indicate 'As-Built' and dated 	

Interim/Partial Occupancy Procedure NEW COMPLEX BUILDINGS

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

- The Interim/Partial Occupancy Checklist 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.
- Depending on scope of work, multiple days may be required for Inspections.

In order for the City to consider Interim / Partial Occupancy the following is to be completed:

- Interim / Partial Occupancy Application submitted.
- Application fee paid.
- Interim/Partial Occupancy Checklist with final documentation binder.
- Trade Permits – confirm trade contractors have obtained partial final / interim occupancy approvals for:
 - Electrical
 - Plumbing
 - Sprinkler
 - Plumbing Service / Drainage
 - Gas
- Contact CNV departments directly for site reviews to confirm interim / partial occupancy approvals obtained:
 - Fire Department
 - Engineering Department
 - Planning Department
 - Lonsdale Energy Corporation

CITY OF NORTH VANCOUVER

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GATEWAY@CNV.ORG



Interim/Partial 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.