

INTERIM / PARTIAL / RENEWAL / ADDITIONAL CERTIFICATE OF OCCUPANCY APPLICATION GUIDE

PART 1: SITE INFORMATION

Site Address: _____ Unit#: _____
Building Permit #: _____ Interim 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 Guide | | 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 CLASSIFICATION

Group C - # of Residential Units _____
Group A B D E F _____

Interim Occupancies are valid for 30 days. Prior to expiry date, CRP to make application to renew/extend Interim. Fees are applicable as per CNV Construction Regulation Bylaw.

PART 5: APPLICANT SIGNATURE

CRP Signature: _____ Date: _____

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 FOIPPrivacy@cnv.org or 604-985-7761.

Interim/Partial Occupancy Documentation Guide New Complex Buildings

The Documentation Guide 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 Guide and all required documentation must be submitted in a tabbed ring binder. Numbered 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"> ▪ Interim / Partial Occupancy Application Form ▪ CNV will process an invoice and forward it to the applicant for payment after final inspections and the life safety demonstration. | |
| <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 Guide

| 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. Civil 11. 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) – Integrated Testing Coordinator – confirmation letter 3. Integrated Testing Plan (as per CAN/ULC-S1001) – submit directly to Fire Department | |
| <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 | Energy Documents 1. Completion report 2. Energy Intensity Report (As-Built) | |

Interim/Partial Occupancy Documentation Guide

| Included (Tick Box) | Tab | Item | Office Use |
|--------------------------|-----|--|------------|
| | | | OK |
| <input type="checkbox"/> | 11 | Survey - BCLS <ul style="list-style-type: none"> ▪ Include setbacks, elevations, height of building and roof top structures. ▪ Original signed and sealed – no photocopies | |
| <input type="checkbox"/> | 12 | As-Constructed Drawings <ul style="list-style-type: none"> ▪ 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 | |
| <input type="checkbox"/> | 13 | Planning Dept Documentation – to be provided directly to planning@cnv.org <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 the building will be rented as Mid-Market Rental (MMR) (incl. address and no. of bedrooms for each unit) ▪ List of rest price for each MMR unit | |

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 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.
- Depending on scope of work, multiple days may be required for Inspections.
- At Final Inspection and Life Safety Demonstration **all areas** of the building must be unlocked in advance for access.

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

- Interim / Partial Occupancy Application submitted.
- **Application fee paid – CNV will process an invoice and send it to the applicant for payment. Interim Occupancies are valid for 30 days.**
- Interim/Partial Occupancy Guide 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
 - Engineering
 - Planning Department
 - Lonsdale Energy Corporation

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.