

TEMPORARY SALES / LEASE CENTRE PROPOSAL LOCATED IN BUILDING UNDER CONSTRUCTION

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

Registered Professionals on record for the base building to be retained for the temporary sales / lease centre.

Permit Application

The following is to be submitted for review:

- Building Permit Application Form
- 5 sets of building plans – signed / sealed
- Code summary report from Code Consultant / CRP that supports and identifies areas to be occupied and excluded
- Provide floor plans for the entire project and site plan identifying areas that are proposed to be occupied and excluded
- Updated Construction Fire Safety Plan for the entire project to be submitted to Fire Department for review. Submit copy to Building Department
- Items to be addressed and not limited to:
 - BC Building Code Part 8 Safety measures at Construction Sites
 - BC Fire Code Section 5.6
 - Parking
 - Traffic management
 - Safety fencing
 - Accessible path of travel to building
 - Accessibility within building
 - Washroom facilities
 - Elevator
 - Boarding
 - Barricades
 - Special Hazards
 - Protection of exits within the building and to public thoroughfare
 - Overhead activities
 - Staff safety protocol
- Trade Permits – additional trade permits may be applicable depending on scope of work
- Business Licence Application for sales / lease centre submitted to Business Licence Department

Inspections

City building and trade inspections will be applicable during the course of construction and final inspections obtained.

Prior to final inspection, supporting documentation to submit:

- Fire Alarm Verification Certificate (as per CAN/ULC S537)
- Fire alarm Verification Report (Appendix C, CAN/ULC S537)
- Certificate or signed contract from ULC-Listed Monitoring Agency (as per CAN/ULC S561)
- Certificate to Operate Elevating Device (one for each device)
- Integrated Fire Protection and Life Safety Systems (as per CAN/ULC-S1001) – Integrated Testing Coordinator – confirmation letter
- Letter from Code Consultant / CRP that supports and identifies areas are safe to occupy

Prior to Final Building Approval

Contact CNV departments directly for site reviews:

- Fire Department
- Engineering Department
- Planning Department
- Lonsdale Energy Corporation

Prior to Occupancy of Temporary Sales / Lease Center

Business Licence approval to obtain - contact Business Licence Department directly regarding process

Decommission and / or conversion of Temporary Sales / Lease Centre to future use

Building and trade permits to be obtained.

If base building is under construction and / or under Interim Occupancy, the Registered Professionals for the base building are to be retained for the project.

Permit Application / Checklist – please refer to www.cnv.org