

# CERTIFIED PROFESSIONALS PROGRAM

Building Permit No.: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_

## Final Building Inspection Document Checklist

### OVERVIEW

This checklist is intended to support a complete submittal of all documents required. These items are to be submitted in one comprehensive package prior to scheduling a Final or Occupancy inspection. It is understood that there may be items on this checklist that are not applicable to all projects.

*Note: All Letters of Assurance are to be submitted with an electronic seal and signature.*

*Please submit all applicable checklist items as a package to [building.inspections@nanaimo.ca](mailto:building.inspections@nanaimo.ca).*

### ITEMS

#### Letters of Assurance & CP Schedules

- Certified Professional Schedule CP-2
- Coordinating Registered Professional Schedule C-A
- Architectural C-B
- Structural C-B
- Mechanical C-B
- Plumbing C-B
- Fire Suppression C-B
- Electrical C-B
- Geotechnical Temporary C-B
- Geotechnical Permanent C-B
- Civil C-B

### **Professional Review Letters & Documents**

Code Consultant Alternative Solution Compliance Letter

Code Consultant – Life Safety Systems demonstration protocol for Final building inspection

Confirmation of Development Permit requirements (directly reference and comment on each DP condition)

Final survey sealed and signed (including siting and height of all buildings/structures and grade elevations are required to confirm compliance with the development permit/zoning bylaw)

Backflow Prevention Test Certificate(s)

Energy Step Code Compliance Report (As-Built)

### **Fire Alarm**

Fire Alarm Verification Certificate (include field work sheets)

Fire Protective Signaling Certificate confirming alarm monitoring and service companies

### **Sprinkler System**

Material and Test Certificate - Aboveground Piping

Material and Test Certificate - Belowground Piping

### **Provincial Approvals**

Certificate to Operate Elevating Device (one for each device)

Technical Safety BC - gas approval

Technical Safety BC - electrical approval

Vancouver Island Health Authority - pools/hot tubs

Vancouver Island Health Authority - food services

### **City of Nanaimo Final Inspections & Approvals**

Approval from Current Planning - required prior to Final/Occupancy inspection

Approval from Development Engineering - site inspection required prior to Final/Occupancy inspection

Approval from Nanaimo Fire Loss Prevention – site inspection required prior to Final/Occupancy inspection