

Occupancy Approval Requirements

Commercial Building Permits

Overview: This checklist provides assistance to commercial building permit holders who are nearing completion of their projects. It is recommended that the items required for final / occupancy approval be completed and submitted one week prior to calling for a final / occupancy inspection.

The Coordinating Registered Professional (CRP) will take the lead role in coordinating the activities of the Registered Professionals required for the commissioning and functional testing of the fire and life-safety systems. The CRP is responsible for collecting all of the required occupancy submission documents (including Schedule Cs), reviewing them for accuracy, and forwarding them as a complete package to Building Inspections.

Current Planning Approval:

Approval from Current Planning is required prior to occupancy approval by Building Inspections. Once the landscaping, (public art and tree installation, as applicable) is complete, contact Development Services Current Planning Section for final Planning approval. Maintain regular contact with Planning to ensure you are on track to meet the requirements of the development permit prior to needing occupancy of the building.

Required Submitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Deficiencies completed – if any identified by Current Planning |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Changes to development permit - have been discussed and approved by Current Planning |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Survey by a British Columbia Land Surveyor has been submitted to confirm compliance with the development permit |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site visit is completed |

Development Engineering Approval:

Approval from Development Engineering is required prior to occupancy approval by Building Inspections. Contact your Civil Engineer once the on-site and off-sites works are complete and he/she will forward the request for final approval to the Development Services Engineering & Environment Section. Maintain regular contact with your Civil Engineer to ensure you are on track to complete the work identified on the Works & Services drawings prior to needing occupancy of the building.

Required Submitted N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Substantial Completion submission by the project Engineer to City Development Engineering |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Deficiencies completed – if any identified by Development Engineering |

Building Inspections Approval:

Required Submitted N/A





- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Deficiencies completed - from previous inspection reports |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of other permits – i.e., on-site servicing permit, demolition permit, foundation permit |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health Approval by Island Health – for pools or spa, tattoo, body piercing, food and beverage services, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Covenant Registration – confirm registration on title of any covenants required as part of building permit conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Alarm Verification Certificate |

Occupancy Approval Requirements – Commercial

Building Inspections Approval (Continued):

Required	Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Compliance Report for Part 3 Buildings (As-Built) and the sealed Energy Model Report or for Part 9 residential buildings the Energy Efficiency Compliance Report (As-Built)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit – applied for
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business Licence – applied for if the permit includes a business occupancy

Plumbing / Sprinkler / On-Site Servicing Approval:

Required	Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deficiencies completed - from previous inspection reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Plumbing Declaration Form</u>  – required if plumbing is not designed and reviewed by a Mechanical Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Back Flow Test Certificates</u> 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Fire Protection Sprinkler Contractor's Material and Test Certificate for Above-Ground Piping</u> 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Fire Protection Sprinkler Contractor's Material and Test Certificate for Below-Ground Piping</u> 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-Site Servicing Engineer's Reports from your Civil Engineer <ul style="list-style-type: none"> ○ Pipe Placement ○ Compaction over pipes ○ Water pressure test ○ Water chlorination test for pipe 2" diameter and larger ○ Fire line pressure test ○ Sanitary sewer air test for pipe 6" diameter and larger ○ Sanitary and storm smoke test ○ Sanitary and storm paper copy of video ○ Sanitary and storm standpipe plugs – confirmation of removal

Letters of Assurance (Schedule Cs) and Field Reviews:

Field reviews should be submitted with each inspection during project construction. Any outstanding field reviews and final field reviews are required at occupancy/final inspection.

Required	Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registered Coordinating Professional Schedule C-A and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architectural Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Servicing Schedule C-B and field review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution field review

Occupancy Approval Requirements – Commercial

Fire Department Approval:

Approval from the Fire Loss Prevention Division of Nanaimo Fire Rescue Department is required prior to occupancy approval by Building Inspections. Contact the Fire Rescue Department when your building is ready for testing.

Required	Submitted	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Safety Plan – guide available on the City web site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm verification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire fighting access
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NFPA range hood installation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint spray booth or structure installations

Contact numbers for further information

Current Planning	(250) 755-4429	Sprinkler System	(250) 755-4429
Development Engineering	(250) 755-4429	Nanaimo Fire Rescue	(250) 755-7311
Building Inspections.....	(250) 755-4429	(Fire Loss Prevention Division)	
Plumbing Inspections	(250) 755-4429	Email: flpd@nanaimo.ca	

If you have any questions or require clarification, please contact a commercial plan reviewer at our office at 250-755-4429. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.

Forms and guides specific to Building Inspections can be printed from the City of Nanaimo website www.nanaimo.ca by typing your search word in the search bar or visiting the [Building Permits](#) pages under Property & Development, or can be picked up at our office at 411 Dunsmuir Street. Bylaws can be found on our website under [City Bylaws](#) on the main page.