

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 from Building Inspections. Once the landscaping, (public art and tree installation, as applicable) is complete, contact Current Planning 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.

**COMPLETE &
SUBMITTED**

N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Deficiencies completed – if any identified by Current Planning |
| <input type="checkbox"/> | <input type="checkbox"/> | Changes to development permit - have been discussed and approved by Current Planning |
| <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"/> | Site visit is completed |

DEVELOPMENT ENGINEERING APPROVAL

Approval from Development Engineering is required prior to occupancy approval from Building Inspections. Contact your civil engineer once the on-site and off-sites works are complete and they 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.

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DEVELOPMENT ENGINEERING APPROVAL cont'd

COMPLETE &
SUBMITTED

N/A

Substantial Completion submission by the project engineer to Development Engineering - often a complete submission is not ready or required for occupancy, contact Development Engineering to discuss minimum submission requirements for occupancy

Deficiencies completed – if any identified by Development Engineering

BUILDING INSPECTIONS APPROVAL

COMPLETE &
SUBMITTED

N/A

Deficiencies completed – from previous inspection reports

Completion of other permits – i.e., on-site servicing permit, demolition permit, foundation permit, retaining wall permit, etc.

Health approval by Island Health – for pools or spa, tattoo, body piercing, food and beverage services, etc.

Covenant registration – confirm registration on title of any covenants required as part of building permit conditions

Fire Alarm Verification Certificate

Energy Compliance Checklist for Part 3 Buildings (As-Built) and the sealed Energy Model Report, or for Part 9 residential buildings, the Energy Efficiency Compliance Checklist for Part 9 Buildings (As-Built)

Sign permit – issued for any signage installed on the building or property

Plan and reports in conformance with *CAN/ULC-S1001 Integrated Systems Testing of Fire Protection and Life Safety Systems*

PLUMBING/SPRINKLER

COMPLETE &
SUBMITTED

N/A

Deficiencies completed – from previous inspection reports

[Plumbing Declaration Form](#) – required if plumbing is not designed and reviewed by a mechanical engineer

[Back Flow Test Certificates](#)

[Fire Protection Sprinkler Contractor's Material and Test Certificate for Aboveground Piping](#)

[Fire Protection Sprinkler Contractor's Material and Test Certificate for Underground Piping](#)

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LETTERS OF ASSURANCE (SCHEDULE Cs) & FIELD REVIEWS

Outstanding field reviews and final field reviews are required at occupancy/final inspection.

COMPLETE &
SUBMITTED

N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Registered Coordinating Professional Schedule C-A and field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Suppression Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Servicing Schedule C-B & field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Alternative Solution field review |
| <input type="checkbox"/> | <input type="checkbox"/> | Retaining Wall Assurance Statement |

FIRE DEPARTMENT APPROVAL

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

COMPLETE &
SUBMITTED

N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Safety Plan – guide available on the website |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Alarm System Verification |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Fighting Access |
| <input type="checkbox"/> | <input type="checkbox"/> | Plans and reports in conformance with <i>CAN/ULC-S1001 Integrated Systems Testing of Fire Protection and Life Safety Systems</i> . Submit for review - the integrated testing plan, forms, re-tests, and documentation required by Section 5.3 of the standard prior to calling the Fire Loss Prevention Division for final inspection. |

If you have any questions or require clarification, please contact Current Planning, Development Engineering or Building Inspections at 250-755-4429. Contact the Fire Loss Prevention Division through Nanaimo Fire Rescue at 250-753-7311 or via email at flpd@nanaimo.ca. 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.