



THE UNIVERSITY OF BRITISH COLUMBIA

Campus and Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4

☎ 604.822.2633 • 📠 604.822.6119

BP # _____

OCCUPANCY PERMIT DOCUMENTATION

Civic Address: _____

Legal Description: _____

The following list represents the items that must normally be submitted in support of an application for an Occupancy Permit. Words in italics are as defined in the BC Building Code or the UBC Development Regulations.

No.	Item	Submitted			Comments
		YES	NO	N/A	
OCCUPANCY PERMIT APPLICATION					
1.	Completed application form for an Occupancy Permit				
2.	Occupancy Diagrams/Floor Plans <ul style="list-style-type: none"> • consultants Schedule C-B's to reference OP diagrams 				For Partial Provisional Occupancy Application
PROJECT TEAM ASSURANCE & CONFIRMATION					
3.	Schedule C-A Letter of Assurance from the Coordinating Registered professional				
4.	Schedule C-B Letter of Assurance - Architectural				
5.	Schedule C-B Letter of Assurance - Structural				
6.	Schedule C-B Letter of Assurance - Fire Suppression				
7.	Schedule C-B Letter of Assurance - Mechanical & Plumbing				
8.	Schedule C-B Letter of Assurance - Electrical				



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		YES	NO	N/A	
9.	Schedule C-B Letter of Assurance - Civil				
10.	Schedule C-B Letter of Assurance - Geotechnical				
11.	Building envelope professional Schedule C-D letter of compliance				
12.	Letter(s) of compliance from the registered professional with respect to alternative solutions				
13.	A Development Permit compliance checklist, sealed by the Architect				
TEST CERTIFICATES & VERIFICATION REPORTS					
14.	Fire Alarm Verification Certificate and Appendix C of CAN/ULC-S537				
15.	Confirmation that the fire alarm monitoring system has been verified, is functioning, and is being monitored				
16.	Contractor's Underground Material and Test Certificate(s)				
17.	Contractor's Above Ground Material Test Certificate(s) for sprinklers and standpipe once the sprinkler and/or standpipe system have been flushed, inspected and tested to meet the applicable NFPA standards				
18.	UBC Backflow Prevention Assembly Test Report				
19.	Operating License from ECOMM for Emergency In-building radio antenna systems				



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		YES	NO	N/A	
20.	Testing of Integrated Fire Protection and Life Safety Systems Checklist (Bulletin 21-1)				
21.	Construction safety measures in accordance with Part 8 (this is only required for Phased or Provisional Occupancies)				
22.	Air Leakage Test Report				
23.	Non-Encroachment Site Survey				
AUTHORITIES HAVING JURISDICTION ACCEPTANCE					
24.	Final inspection reports and approval from the UBC Plumbing and Sprinkler Inspector				
25.	Final inspection report and approval from the Provincial (TSBC) Elevator Branch Inspector Contractors' declaration of corrections to minor deficiencies (if applicable)				
26.	Final inspection report/approval from the Provincial (TSBC) Gas, Electrical and Boiler Pressure Vessel Inspectors				
27.	EWS – Approval (Energize/Activate Utility Notice) for each applicable utility.				
28.	Confirmation of Neighbourhood District Energy Connection for buildings within the UBC neighbourhoods				
29.	Final inspection report and approval from the Vancouver Coastal Health Inspectors for food handling facilities				
30.	Final inspection report and approval from Vancouver Fire & Rescue				



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31.	A letter of acceptance from the UBC Health Safety and Environment with respect to fume hood operation, and the storage and handling of hazardous materials				
32.	Confirmation that all required systems have been demonstrated to the <i>Owner's</i> maintenance personnel for UBC Institutional Buildings				
33.	An approved Fire Safety Plan (to Vancouver Fire & Rescue), with signage in place				