



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus and Community Planning

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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.

- Completed application form for an Occupancy Permit
- Schedule C-A Letter of Assurance from the *Coordinating Registered professional*
- Schedule C-B Letters of Assurance for each *Registered Professional*
- Letter(s) of Assurance from the Fire Protection Consultant with respect to alternative solutions
- Building envelope professional Schedule C-D letter of compliance
- Final inspection report and approval from the Provincial Elevator Branch Inspector
- Final inspection report and approval from the Provincial Gas, Electrical and Boiler Pressure Vessel Inspectors
- UBC Chief Engineer sign-off for operation of boiler and related equipment on UBC Buildings.
- Final inspection report and approval from the Vancouver Coastal Health Inspectors for food handling facilities
- Fire Alarm Verification Certificate and inspection report
- Confirmation that the fire alarm monitoring system has been verified, is functioning, and is being monitored
- 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
- Contractor's Underground Material and Test Certificate(s)
- UBC Backflow Prevention Assembly Test Report
- Final inspection report and approval from Vancouver Fire & Rescue
- An approved Fire Safety Plan (to Vancouver Fire & Rescue), with signage in place
- 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
- A Development Permit compliance checklist, sealed by the Architect
- Confirmation that all required systems have been demonstrated to the Consultant and the *Owner's* maintenance personnel
- Site survey from a BC Land Surveyor