

# Certified Professional Program

## Final Building Inspection Document Checklist

Name of CP: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

NOTE: The Certified Professional should initial in the CP column to indicate documents submitted or mark N/A (not applicable). The Certified Professional is to collect all the completed documents and put them in a binder with the section TABs noted below. The Certified Professional will then call a document meeting with the building inspector prior to the coordinated final walkthrough.

	ITEMS	CP	DWV
	Table of Contents		
<b>TAB 1</b>	<b>CONFIRMATION OF REQUIRED DOCUMENT LIST</b>		
<b>TAB 2</b>	<b>DIRECTORY OF PRINCIPALS</b> (include role, firm, name, telephone, email)		
	Owner		
	Certified Professional		
	Co-ordinating Registered Professional		
	Registered Professionals		
	Warranty Provider		
	General and Sub Contractors		
<b>TAB 3</b>	<b>LETTERS OF ASSURANCE (CP-2, A,B,CA,CB)</b>		
	Certified Professional Schedule CP-2		
	Coordinating Registered Professional Schedule C-A		
	Architectural		
	Structural		
	Mechanical		
	Plumbing		
	Fire Suppression		
	Electrical		
	Geotechnical Temporary		
	Geotechnical Permanent		
	Other		
<b>TAB 4</b>	<b>PROFESSIONAL REVIEW LETTERS AND DOCUMENTS</b>		
	Code Consultant Alternative Solution Letter of Professional Certification Compliance		
	Code Consultant – Life Safety Demonstration Protocol for final building inspection		
	CRP Confirmation of Development Permit Requirements (directly reference and comment on each DP condition)		
	Final Registered Strata Plan including Civic Address		
	Final Survey (Sealed and Signed) (including siting and height of all buildings/structures and grade elevations)		
	Site Services – Civil Engineer		
	Building Envelope Consultant		
	Roofing Consultant		
	Generator Test Report/Certificate		
	Confirmation of Fire Stop Materials/Systems Used		
	Other		
<b>TAB 5</b>	<b>FIRE ALARM</b>		
	Fire Alarm Verification Certificate (include field work sheets)		
	Fire Protective Signaling Certificate confirming alarm monitoring and service companies		
	Other		

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<b>TAB 6</b>	<b>SPRINKLER SYSTEM</b>		
	Material and Test Certificate – Aboveground Piping		
	Material and Test Certificate – Underground Piping		
	Other		
<b>TAB 7</b>	<b>PROVINCIAL APPROVALS</b>		
	Certificate to Operate Elevating Device (one per each device)		
	Technical Safety BC - Gas Approval		
	Technical Safety BC - Electrical Approval		
	Vancouver Coastal Health Approval – Pools/Hot Tubs		
	Vancouver Coastal Health Approval – Food Services		
	Other		
<b>TAB 8</b>	<b>DISTRICT OF WEST VANCOUVER FINAL INSPECTIONS AND APPROVALS</b>		
	Electrical final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Plumbing final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Drainage final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Fire Sprinklers final <i>Inspection Notice (Accepted)</i> (include printed <i>Inspection Notice</i> under Tab 8)		
	Acceptance from Planning Department to conduct Final Building Inspection (email confirmation acceptable)		
	Acceptance of Pre-Incident Plan – Fire Department (email confirmation acceptable)		
	Acceptance of Fire Safety Plan – Fire Department (email confirmation acceptable)		
	Copy of Permit - Electrical Operating Permit (for service exceeding 250Kva)		
	Copy of permit - DWV Sign Permit(s)		
	Other		

CP Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

CP Stamp:

