



## COMPLEX BUILDINGS – REQUIRED DOCUMENTATION FOR FINAL INSPECTION

*Please use this list as a Table of Contents at the front of your package of submission documents*

PROVIDED  
NOT APPLICABLE

ADDRESS: \_\_\_\_\_ BUILDING PERMIT: \_\_\_\_\_

**TAB 1**   **CONFIRMATION OF REQUIRED DOCUMENTATION LIST**

**TAB 2** **DIRECTORY OF PRINCIPALS** (include role, firm, name, telephone, email)

- Owner
- Co-ordinating Registered Professional
- Registered Professionals
- Warranty Provider
- General and Sub Contractors

**TAB 3** **LETTERS OF ASSURANCE (A, B, CA, CB)**

- Co-ordinating Registered Professional (CRP)
- Architectural
- Structural
- Mechanical
- Plumbing
- Fire Suppression Systems
- Electrical
- Geotechnical Temporary
- Geotechnical Permanent
- Other \_\_\_\_\_

**TAB 4** **PROFESSIONAL REVIEW LETTERS AND DOCUMENTS**

- 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 \_\_\_\_\_

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**TAB 5 FIRE ALARM**

- Fire Alarm Verification Certificate (include field work sheets)
- Fire Protective Signaling Certificate confirming alarm monitoring and service companies

**TAB 6 SPRINKLER SYSTEM**

- Material and Test Certificate – Aboveground Piping
- Material and Test Certificate – Underground Piping

**TAB 7 PROVINCIAL APPROVALS**

- 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

**TAB 8 DISTRICT OF WEST VANCOUVER FINAL INSPECTIONS AND APPROVALS**

- Electrical final *Inspection Notice (Accepted)* (include printed *Inspection Notice* under Tab 8)
- Plumbing final *Inspection Notice (Accepted)* (include printed *Inspection Notice* under Tab 8)
- Drainage final *Inspection Notice (Accepted)* (include printed *Inspection Notice* under Tab 8)
- Fire Sprinklers final *Inspection Notice (Accepted)* - (include printed *Inspection Notice* 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)

Submitted by Co-Ordinating Registered Professional

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Address (print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

