



## 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

