

**Certified Professional Program
Occupancy Inspection Documentation Checklist**

Project Name: _____

Project Address: _____ **Building Permit #:** _____

To ensure a successful meeting, review all documentation before the meeting to confirm that the documents are completed correctly and include CRP initials where applicable. Documents may include:

SCHEDULES					
Required	Received	Required	Received	Required	Received
TAB-1: Letter of Assurance					
CP-2 Certified Professional					
C-A CRP					
C-B Architect					
C-B Civil					
C-B Structural					
C-B Mechanical					
C-B Plumbing					
C-B Electrical					
C-B Fire Suppression Systems					
C-B Geotechnical temporary					
C-B Geotechnical permanent					
SUPPORTING DOCUMENTS					
Required	Received	Required	Received	Required	Received
TAB-2: Project Directory (Final)					
Owner					
Certified Professional					
Coordinating Registered Professional					
Registered Professionals					
Insurance Provider Documentation of Professionals (Liability Insurance)					
General Contractor					
TAB-3: Professional Review Letters and Documents					
Alternative Solution Letter of Compliance					
Life Safety Demonstration Protocol for Final Building Inspection/ CAN-ULC S1001					
Final Survey Certificate Features (Non-Encroachment including Canopy Projection, Building Height)					
Energy Report- Step Code including air leakage test result					
TAB-4: Fire Alarm					
Fire Alarm Monitoring Certificate					
Fire Alarm Verification Report					
Fire Safety Plan Installation (Fire Department Approval)					

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Required		Received
SUPPORTING DOCUMENTS		
TAB-5: Fire Suppression System		
	Material Test Certificate-Aboveground Piping	
	Material Test Certificate-Underground Piping	
	Backflow Valves- Test Report (Utilities Department)	
TAB-6: Provisional Approvals		
	Technical Safety BC-Electrical Approval	
	Technical Safety BC-Gas Approval	
	Technical Safety BC- Each Elevating Device	
	Vancouver Coastal Health Approval (Food Services, Swimming Pools or Hot Tubs)	
TAB-7: District of Squamish–Final Inspections and Approvals		
	Installation Acceptance of Water Meter (H-20 Loading), Backflow Valves, & Pressure Reducer Valves (Public Works Department)	
	Installation Acceptance of Sanitary Sewer, Storm Sewer and Water Connections (Public Works Department) (if Applicable)	
	Approval of Development Permit Items (Planning Department)	
	Updated Land Title re 219 (Registration of Restrictive Covenant per Flood Management Bylaw)	
	Final Design Drawings or confirmation of no changes. if applicable	
	Substantial Completion of items of A Servicing Agreement (Engineering Department)	
	Chlorination Certificate & Bacteria Test (if applicable)	
	Hydrant Flow Test (if new private connection)	