



## OCCUPANCY PERMITS for COMPLEX BUILDINGS

### GENERAL DISCLAIMER:

This bulletin is to assist owners, developers, architects, engineers and their agents in understanding the process of obtaining an Occupancy Permit. It is not intended to be a comprehensive checklist. A project may have specific requirements that are not necessarily included in this bulletin: likewise, some of the requirements listed below may not apply. It is important that the owner (or their agent) make themselves aware of all requirements pertaining to their project well in advance of applying for an Occupancy Permit.

### REQUIRED DOCUMENTS:

**Note – No final inspection will be scheduled until all required documents have been received and approved by Saanich Inspection Services and the Saanich Fire Prevention Division.**

- Schedule C-A
- All Schedule C-B's (Note – copies of field reviews may be required)
- Fire alarm verification report, sealed by the Electrical engineer of record
- Above ground and below ground test certificates for sprinkler systems
- Test reports for all backflow prevention devices
- Fire safety plan
- Height and site surveys

### REQUIRED INSPECTIONS:

**The only inspection performed by Saanich municipal staff is the final inspection.**

When all required documents have been approved, the Saanich Building Official will coordinate the scheduling of the final inspection between the Fire Department and the CRP. This typically (but not always) includes a Saanich Fire Prevention officer, the Coordinating Registered Professional (CRP), the Project Manager and any consultants involved in testing of the building systems. Any noted concerns will be forwarded to the Coordinating Registered Professional for review/further action.

### ISSUING THE OCCUPANCY PERMIT:

Once all relevant Saanich Departments have granted approval, the Occupancy Permit will be issued. This permit is mailed to the owner or their agent. If you wish a copy of the permit to be emailed or faxed, please make arrangements in advance with the Saanich Building Official.

### BUSINESS LICENCE:

Business licenses are required for all businesses operating in the District of Saanich.



### **CONDITIONAL OCCUPANCIES:**

**Conditional Occupancy may be granted at the discretion of the Manager of Inspection Services.**

Conditional, phased, or partial occupancy sometimes occurs when a discrete or standalone portion of the building has been completed.

If you will be applying for a Conditional Occupancy Permit (this includes phased and partial occupancy) please contact Saanich Inspection Services to determine if, in fact, it will apply to your project, as well as to establish requirements for documentation and inspection.

It may be useful to refer to "Acceptable Use of Letters of Assurance for Phased Occupancy" in the "Guide to the Letters of Assurance in the B.C. Building Code 2006" (current edition). This document is published by the Building & Safety Standards Branch and is available online.

### **SOME COMMON OMISSIONS:**

The following list is not intended to be complete or comprehensive. Rather, it is simply some examples of omissions which we see repeatedly that cause delays in the issuance of an Occupancy Permit.

- Schedule C-B's are not initialed by the CRP
- Missing test reports for backflow prevention devices
- Missing above ground and/or below ground test reports for sprinklers
- Missing fire safety plan
- Required plumbing permit(s) not applied for or issued
- Change in the CRP without the required documentation
- Change in a Registered Professional of record without the required documentation
- Missing height and/or site surveys
- Missing fire alarm verification report
- Fire alarm verification report not sealed by the Electrical engineer of record

If you have questions or require further clarification, please contact Saanich Inspection Services at 250-475-5457 and ask to speak with a Senior Building Official.