



Provisional Occupancy Inspections

No.: BUILDING-21

Date: 2008-04-10

Revised: 2011-08-15

Purpose:

- To inform owners/developers/contractors of the process for obtaining provisional occupancy approval and to provide guidance on requirements.

Background:

- The Building Approvals Division receives many requests to permit provisional occupancy of buildings where occupancy is desired but the building is not ready for a complete final inspection approval. This may apply to the entire building or a portion thereof.

Implementation:

- Provisional occupancy is not available for single family dwellings or duplexes.
- Provisional occupancy is possible only for buildings or portions of buildings where all fire, life, safety and health requirements have been completed and such occupancy will not jeopardize life or property.
- Prior to a request for a provisional occupancy inspection, the payment of a provisional occupancy inspection fee (Schedule B to Bylaw 7230) is required. Upon the request of a provisional occupancy inspection, the Building Inspector's site inspection results will determine if provisional occupancy will be permitted. If provisional occupancy is permitted, a site visit notice identifying provisional occupancy approval will be left on site. An inspection notice permitting provisional occupancy is valid for up to 90 days from issuance date unless otherwise noted. If provisional occupancy is not granted, where there are deficiencies or the site is not ready, a re-inspection fee may be charged.
- After provisional occupancy has been permitted by the Building Inspector, it is the duty of the owner/developer/contractor to ensure that all the outstanding items are corrected, the final inspection is requested and final inspection completed within the specified time frame of the provisional occupancy.
- A guideline of requirements to assist owners/developers/contractors on provisional occupancy requirements is attached.
- Should you have any questions or comments concerning this bulletin, please contact the Supervisor, Building Inspections at 604-276-4315.

See over →

Project Inspection Requirements for Provisional Occupancy

This general checklist identifies the minimum requirements for a Provisional Occupancy inspection. This list is a guideline only and not all BC Building Code requirements are included. The requirements may not be applicable to all projects.

Documentation (see attached guideline)

- Required documents (Letters of Assurance) from all the Professional Consultants for the areas intended for occupancy.
- Required documents of testing and verification of fire, life, safety systems, including fire alarm and smoke control systems.
- On site demonstration is required with presence of Building Inspector and Registered Professionals as determined by Registered Coordinating Professional.
- Remote monitoring verification.
- Equivalency approvals from Fire Protection Consultant and documentation of registration on title.
- Above and below ground test certificates for sprinkler and standpipe.
- Final approvals for plumbing, gas, electrical, elevator.
- Fire safety plan (see Richmond Fire Department Bulletin – Interim Fire Safety Plan for Provisional Occupancy).
- Health branch approval.
- Water, fire main approvals.
- Trades list.

General

- Access routes completed for Fire Department vehicles.
- Hazardous and unfinished areas are adequately fenced off to prevent access by the public.
- Construction material removed from areas intended for occupancy.
- Protection from hazards of exterior passage from exit to public thoroughfare with guards, hoarding, overhead protection.
- All egress routes completed to an approved open space.
- All fire separations to be completed including doors, frames, hardware, closures.
- All fire separations and shafts to be firestopped, sealed at holes and joints, around pipes, ducts, wires.
- Fireproof spray completed with written verification from third party testing agency.
- All door hardware installed.
- All stair enclosures completed including signage, floor identification.
- Permanent handrails, balustrades and guards installed.
- Permanent stairs, landings, ramps, and non-skid treads, tactile warning devices.
- Exit and exit directional signage operational.
- Emergency lighting and emergency power systems completed.
- Service, equipment rooms to be completed, identified usage.
- Garbage rooms completed.
- Portable fire extinguishers mounted.
- Accessibility requirements completed including signage, parking.
- Required parking stalls for the occupied areas.

Final Occupancy Document Checklist

Address: _____

Permit No.: _____

| | Rec'd | Date | Initial | Interim | Date | Initial |
|--|-------|------|---------|---------|------|---------|
| Contractor's M & T Certificate - AG | | | | | | |
| Contractor's M & T Certificate - UG | | | | | | |
| Schedule C-B and/or C-A | | | | | | |
| Arch/Co-ordinating Professional | | | | | | |
| Architect | | | | | | |
| Electrical P. Eng | | | | | | |
| Geo-Technical P. Eng | | | | | | |
| Mechanical P. Eng | | | | | | |
| Sprinkler Design P. Eng | | | | | | |
| Structural P. Eng | | | | | | |
| Schedule D | | | | | | |
| Geo-Technical P. Eng | | | | | | |
| Schedule E | | | | | | |
| Arch/Co-ordinating Professional | | | | | | |
| Architect | | | | | | |
| Electrical P. Eng | | | | | | |
| Geo-Technical P. Eng | | | | | | |
| Mechanical P. Eng | | | | | | |
| Sprinkler Design P. Eng | | | | | | |
| Structural P. Eng | | | | | | |
| Acoustical P. Eng Approval Letter | | | | | | |
| BC Legal Survey | | | | | | |
| Electrical Final Approval | | | | | | |
| Elevator Final Approval | | | | | | |
| Fire Alarm Verification Report | | | | | | |
| Fire Dept Approval | | | | | | |
| Fire Lane Soil Bearing Approval | | | | | | |
| Equivalency Compliance & Title Registration | | | | | | |
| Fire Safety Plan | | | | | | |
| Gas Final Approval | | | | | | |
| Health Branch Approval | | | | | | |
| Landscape & Site Approval | | | | | | |
| Plumbing Inspection Final Approval | | | | | | |
| Spray Insulation Verification | | | | | | |
| Trades List | | | | | | |