

## Occupancy Certificates for New Buildings

The purpose of this brochure is to explain to owners, professionals and contractors the requirements for obtaining occupancy certificates for new buildings other than single and two-family dwellings.

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*"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."*

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The Burnaby Building Bylaw states that no person shall occupy a building until an occupancy certificate has been issued by the building inspector. The purpose of this brochure is to explain to owners, professionals and contractors the procedure and requirements for obtaining an occupancy certificate for a new building other than single and two family dwellings.

It is the responsibility of the Coordinating Registered Professional (CRP) to ensure that the project is completed and all the fire and life system tested; and there are no further construction activity work before submitting an application to the building inspector for an occupancy certificate. It is at the discretion of the building inspector to accept the application with some outstanding minor finishing work that will not affect the operation of any fire and life systems.

The building inspector will only carry out the Final Occupancy Inspection after received a complete submission of the occupancy application from the CRP. **Final Occupancy Inspection** in this brochure has the same meaning as the "Coordinated Final AHJ Review" in the Appendix Note of the BC Building Code and traditionally is referred to as the "**trip test**".

### Requirements for Occupancy Certificate application (Occupancy Binder)

#### Occupancy Certificate Application Form (Occupancy Binder)

The CRP of the project must sign the [Occupancy Certificate Application Form](#) and submit all the required documentation listed on the Occupancy Certification Application Form in a binder with a cover index to the building inspector for review at least **5 working days** prior to the Final Occupancy Inspection (trip test) so that there would be enough time for the building inspector to check the completeness of the documentation and to schedule the trip test.

#### Final Inspections of all sub-trade permits

Prior to the submission of the occupancy application, final inspections/approvals from the Electrical Inspector and the Plumbing & Gas Inspector should have been obtained. The Building Inspector has completed all the necessary pre-final inspections of the entire project including inspections of all suites and there are no more outstanding infractions.

## **Final Inspection of the Fire Department**

Final approval from Fire Department including pressure test of the standpipe system and submission of the Schedule CB for the sprinkler system. The contractor should contact the Fire Department to schedule their walk through/final inspection.

## **Approvals from Engineering and Planning Departments**

The developer/owner should schedule a walk through with the Project Planner of the Planning Department and the Project Manager of the Engineering Department to ensure that all requirements/obligations have been met and all legal documentations have been executed.

## **Schedule C-A and C-B**

The B.C. Building Code provides Letters of Assurance for the principal members of the design team, referred to as Registered Professionals of Record (RPR).

The Schedule C-A and C-B must match those respective Schedule B's submitted for the building permit. The Schedule C-A and C-B should not have any annotations, deletions or additions unless accepted by the Building Inspector. The CRP will be responsible for completeness and accuracy of the documentation submitted including but not limited to ensuring that the name of the RPR and the permit number on the individual Schedule C-A and C-B are the same as that on the respective Schedules B. All C-B signed by professional engineers must also include the Permit to Practice number.

Frequently, other engineers, referred to as Specialty Engineers, are employed by the RPR to address certain elements of the design and/or field reviews. The RPR will often require the Specialty Engineer, upon whom he/she relies, to provide assurance in the form of Schedule S to the RPR before the RPR will provide the Schedule C-B to the Building Inspector. However, it is not required to submit Schedule S to the Building Inspector and should not be included as the documentation for occupancy certificate application.

## **Energy Report and Final Checklist**

For those buildings that are subjected to the step code an airtightness testing should be conducted; and a final energy report with the step code checklist should be submitted with the occupancy binder.

## **Integrated Fire Protection & Life Safety Systems Testing**

Each of the fire protection and life safety systems must be tested to ensure it is installed in accordance with its design criteria and the relevant standards associated with its installation. All such individual systems must also be tested as a whole

As per the Schedule A the CRP is responsible to ensure that all the fire protection and life safety systems are integrated with each other and shall be tested as a whole. A report with a checklist of all the tested items signed and sealed by a registered professional must be submitted with the occupancy binder to confirm that all the systems have been properly integrated.

## **Coordinated Final AHJ Review (Trip Test)**

It is the responsibility of the CRP in conjunction with the RPRs to determine the best method to demonstrate to the building inspector that the fire and life safety systems have been coordinated for the project. The CRP will submit a copy of the test protocol and procedures for the fire and life safety systems.

The role of the building inspector in the “Coordinated Final AHJ Review” is to witness the test of the fire and life systems according to the protocol and procedures submitted by the CRP. It is not the role of the building inspector to conduct the test.

**The “trip test” will not be conducted prior to the submission and review of the Occupancy Binder. It should be the final process before the issuance of the occupancy certificate.**

## **Occupancy Certificate**

After the successful of the trip test the Building Inspector will issue an Occupancy Certificate.

The Building Inspector may grant provisional occupancy with a condition that some minor deficiencies that are not related to fire and life safety be corrected within a specified time frame.

## **Further Information**

If you have any questions concerning Occupancy Certificate please contact the Building Department at 604-294-7130.

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