

# Confirmation of Required Documents

## Master Requirement GEN 111

Building Department: 604-990-2480, building@dnv.org, fax: 604-984-9683

### Purpose

The purpose of this requirement is to ensure that all required schedules and documentation is submitted prior to scheduling of the pre-occupancy coordinated site review for complex buildings.

### Background

Construction Bylaw 8271, 2017, requires that the documents outlined on the attached form must be submitted prior to scheduling of the pre-occupancy coordinated site review for complex buildings. This is to expedite the final building review and reduce potential for building deficiencies and delay in issuance of occupancy.

### Requirements

#### Requirements and Timing

The *Confirmation of Required Documents* form must be submitted with all required documentation

1. By the Coordinating Registered Professional,
2. To the Building Inspector 48 hours prior to the Pre-occupancy Coordinated Site Review,
3. In a hard covered ringed binder with tabbed sections per the form, and
4. In digital pdf format.

#### Owner

Retain appropriate registered professionals

#### Related Requirements/Documents/Forms

# Confirmation of Required Documents

Building Department: 604-990-2480, building@dnv.org, fax: 604-984-9683

## Instructions

This form and all required documentation must be submitted

1. To the Building Inspector 48 hours prior to the Pre-occupancy Coordinated Review, and
2. In ringed binder with tabbed sections per this form.
3. In digital pdf format.

Building Permit number: **BLD** \_\_\_\_\_

Tab	Provided	Not Applicable	Document
1	<input type="checkbox"/>	<input type="checkbox"/>	<b>CONFIRMATION OF REQUIRED DOCUMENTATION</b>
2	<input type="checkbox"/>	<input type="checkbox"/>	<b>DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Owner
	<input type="checkbox"/>	<input type="checkbox"/>	Coordinating Registered Professional
	<input type="checkbox"/>	<input type="checkbox"/>	Registered Professionals
	<input type="checkbox"/>	<input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/>	<input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/>	<input type="checkbox"/>	Sub Contractors
3	<input type="checkbox"/>	<input type="checkbox"/>	<b>LETTERS OF ASSURANCE (A, B, CA, CB)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Co-coordinating Registered Professional
	<input type="checkbox"/>	<input type="checkbox"/>	Architectural
	<input type="checkbox"/>	<input type="checkbox"/>	Structural
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression Systems
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Temporary
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Permanent
	<input type="checkbox"/>	<input type="checkbox"/>	(Other – specify)
	<input type="checkbox"/>	<input type="checkbox"/>	(Other – specify)
4	<input type="checkbox"/>	<input type="checkbox"/>	<b>PROFESSIONAL REVIEW LETTERS</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Alternate Solutions (Confirmation of Field Reviews – Sealed)
	<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of Smoke separation and tightness of contiguous (scissor) stairs (see note 1)
	<input type="checkbox"/>	<input type="checkbox"/>	Site Services – Civil Engineer
	<input type="checkbox"/>	<input type="checkbox"/>	Building Envelope Specialist
	<input type="checkbox"/>	<input type="checkbox"/>	Roofing Consultant
	<input type="checkbox"/>	<input type="checkbox"/>	Generator Test Report / Certificate
	<input type="checkbox"/>	<input type="checkbox"/>	Glazed Guardrail Cover Letter (EGBC Guidelines)
	<input type="checkbox"/>	<input type="checkbox"/>	Acoustic Requirements Report
	<input type="checkbox"/>	<input type="checkbox"/>	Accessible Design Requirements
	<input type="checkbox"/>	<input type="checkbox"/>	Step Code Close out forms (see note 2)

Tab	Provided	Not Applicable	Document
5	<input type="checkbox"/>	<input type="checkbox"/>	<b>COMMISSIONING REPORTS</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical
	<input type="checkbox"/>	<input type="checkbox"/>	CAN/ULC – S1001 Integrated Testing Plan
	<input type="checkbox"/>	<input type="checkbox"/>	CAN/ULC – S1001 Integrated Testing Report
6	<input type="checkbox"/>	<input type="checkbox"/>	<b>FIRE ALARM &amp; RADIO AMPLIFICATION</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Verification Certificate (include field work sheets)
	<input type="checkbox"/>	<input type="checkbox"/>	Signed contract from ULC Listed Monitoring Agency
	<input type="checkbox"/>	<input type="checkbox"/>	CSA SPE-1000 site specific approval report for outdoor annunciators (see note 3)
7	<input type="checkbox"/>	<input type="checkbox"/>	<b>SPRINKLER SYSTEMS</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Material and Test Certificate – Above ground piping
	<input type="checkbox"/>	<input type="checkbox"/>	Material and Test Certificate – Under ground piping
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Pump Test Report
	<input type="checkbox"/>	<input type="checkbox"/>	Backflow Prevention Assembly Test Report
8	<input type="checkbox"/>	<input type="checkbox"/>	<b>PROVINCIAL/TSBC APPROVALS</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate to Operate Elevating Device (one per each device)
	<input type="checkbox"/>	<input type="checkbox"/>	Safety Division Approval
	<input type="checkbox"/>	<input type="checkbox"/>	Boiler, Pressure Vessels or Refrigeration Systems Approvals
	<input type="checkbox"/>	<input type="checkbox"/>	Vancouver Coastal Health Approval – Pools / Hot Tubs
	<input type="checkbox"/>	<input type="checkbox"/>	Vancouver Coastal Health Approval – Food Services
9	<input type="checkbox"/>	<input type="checkbox"/>	<b>DISTRICT OF NORTH VANCOUVER APPROVALS</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler Permit – Pre-occupancy Co-coordinated Review
	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Permit(s) Final Inspection
	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Permit(s) Final Inspection – Pre-occupancy Co-coordinated Review
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Permit(s) Final Inspection – Pre-occupancy Co-coordinated Review
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Department Acceptance (Fire Safety Plan)
	<input type="checkbox"/>	<input type="checkbox"/>	Consultant Walk-Through, Fire and Life Safety Review
	<input type="checkbox"/>	<input type="checkbox"/>	Building and Fire Department – Fire and Life Safety Co-ordinated Site Review
	<input type="checkbox"/>	<input type="checkbox"/>	Confirm Approved Addressing Plan Matches Assigned Unit Numbers
10	<input type="checkbox"/>	<input type="checkbox"/>	<b>LEGAL</b>
	<input type="checkbox"/>	<input type="checkbox"/>	Development Covenant Requirements (Prior to Occupancy)
	<input type="checkbox"/>	<input type="checkbox"/>	Green building covenant compliance (Leed or Built Green)
	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater covenant (engineering dept to approve)
	<input type="checkbox"/>	<input type="checkbox"/>	Site servicing (boulevards, sidewalks, plazas – engineering to approve)
	<input type="checkbox"/>	<input type="checkbox"/>	Accessible design policy (5% enhanced accessible design units)
	<input type="checkbox"/>	<input type="checkbox"/>	Other Covenants
11	<input type="checkbox"/>	<input type="checkbox"/>	<b>DEFICIENCY LIST</b>

**Submitted by Coordinating Registered Professional**

Affix Professional Seal Here

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Name

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Street Address

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City

Postal Code

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Signature

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Date

Notes:

1. A Condition of the District's approval of a scissor stair design is smoke testing to confirm that the separation between contiguous stairs is smoke tight and that pipe or conduit penetrations are sealed. The fire rating of smoke seals must be as required by the BC Building Code.
2. Energy Benchmarking (Part 3 buildings)  
In addition to the as-built energy report with final checklists, prior to occupancy the District of North Vancouver requires that applicants:
  - Create an Energy Star Portfolio Manager of the buildings (see Energy Efficiency Benchmarking at [bchydro.com](http://bchydro.com))
  - Share the property profile with the District of North Vancouver (username "DNV") as a "Read Only" permission level.
3. SPE-1000 sticker is to be attached to the exterior annunciator assembly.  
SPE-1000 testing to include approval of installation environment, monitored heater, and the wiring, as outlined in Appendix B of Section O of the CEC (must be site specific).