

OCCUPANCY CERTIFICATE REQUIREMENTS

EXTERIOR MUST BE FINISHED TO THE FOLLOWING:

- Exterior finish and roofing fully completed to protect structure from the weather.
- All stairways to have adequate handrails, guardrails and stair treads securely fastened.
- All attached decks must be completed to prevent water from entering structure and be equipped with an adequate guardrail.
- Lot graded and storm water directed to provide adequate drainage away from structure.
- Permanent power connected to the structure and system operational.
- Address must be posted as per Bowen Island Municipality Bylaw No. 25, 2000.
- Driveway Access Permit must be signed off by the Public Works Superintendent. Public Works Dept.

INTERIOR MUST BE FINISHED TO THE FOLLOWING:

- Drywall (or equivalent) completed to protect insulation.
- Plumbing fixtures installed and system operational in the kitchen and one bathroom including hot water.
- Smoke and CO detectors installed and operational.
- Egress doors and windows accessible.
- Install finished flooring to all residential areas.
- Stairs and landings complete with all handrails and guardrails in place.
- Electrical permit closed.
- Gas permit closed.
- Heating and ventilation systems complete and operational.
- Safety Glass in bathrooms and as required for windows and doors.
- Range hood fan functioning and vented.

PAPERWORK TO BE SUBMITTED TO THE MUNICIPALITY'S BUILDING DEPARTMENT:

- Sewerage system Letter of Certification.
- Final Electrical Inspection Certificate issued by Technical Safety BC.
- Final Gas Inspection Certificate issued by Technical Safety B.C.
- Mechanical Ventilation Checklist (Thermal Environmental Comfort Association – TECA)
- Survey stamped & signed and digitally submitted by a BCLS Surveyor.
- Schedule C-B to be digitally submitted by the Registered Professionals. (If applicable).

STRUCTURAL

GEOTECHNICAL

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ARCHITECTURAL

FIRE SUPPRESSION

ARCHITECT/ ENGINEER- SPRAY FOAM FOR UN-VENTED ROOF

- Proof of Potable Water directly from water professional.
- Potable Water Certificate from Cowan Point Utility (if applicable).
- Certificate of Service from Cowan Point Sewage Treatment Inc. (if applicable).
- Certificate of Compliance (Cape Roger Curtis Properties only).
- W.E.T.T. Certification from Installer of direct vent fireplace, wood burning stove, etc. (if applicable).
- Manufactured homes - check for CSA Label.
- BC Energy Step Code Compliance Report -As built.
- EnerGuide Homeowner Information Sheet.