

**BUILDING BYLAW No. 3899, 2023**

Building Permit Number: \_\_\_\_\_

The *coordinating registered professional* must deliver in digital format at least 72 hours prior to the *pre-occupancy* coordinated site review to the *building official* all applicable documents listed in this form.

**Provided**  
**N/A**

## DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)

- Owner
- Co-ordinating Registered Professional
- Registered Professionals
- Warranty Provided
- Licensed Builder
- Sub-Contractors

## LETTERS OF ASSURANCE (A, B, C-A, C-B)

- Co-ordinating Registered Professional
- Architectural
- Structural
- Mechanical
- Plumbing
- Electrical
- Geotechnical Temporary
- Geotechnical Permanent
- Fire Suppression
- Civil

## PROFESSIONAL REVIEW LETTERS

- Alternative Solution (Confirmation of Field Review – sealed)
- Site Services – Civil Engineer
- Backflow Test Certificate
- Building location Survey (unless submitted prior to framing inspection)
- Building Envelope Specialist
- Roofing Consultant
- Generator Test Report / Certificate
- (Other - specify) \_\_\_\_\_
- (Other - specify) \_\_\_\_\_

## FIRE ALARM

- Fire Alarm Verification Certificate (include field work sheets)
- Letter of Signed Contract from ULC Listed Monitoring Agency

## SPRINKLER SYSTEMS

- Material and Test Certificate – Above ground piping
- Material and Test Certificate – Underground piping
- Fire Pump Test Report

## PROVINCIAL APPROVALS

- Certificate to Operate Elevating Device (one per each device)
- Health Approval (on-site sewage disposal)
- Health Approval (food services)

## CITY APPROVALS

- Fire Department Acceptance (Fire Safety Plan)
- Developmental Engineering Final Inspection
- Planning Technicians Final Inspection
- (Other - specify) \_\_\_\_\_
- (Other - specify) \_\_\_\_\_