



# City of Coquitlam

## Certified Professional Program

### Occupancy Certificate Application Checklist

**Building Permits Division**  
 3000 Guildford Way, Coquitlam, BC V3B 7N2  
 Phone: 604-927-3441 Email: digitalsubmission@coquitlam.ca

The Certified Professional must ensure this checklist is complete and submitted with a **complete package** of documents to [digitalsubmission@coquitlam.ca](mailto:digitalsubmission@coquitlam.ca) a **minimum of five (5) business days** prior to scheduling the demonstration of the life safety and fire protection systems to the AHJ. **Incomplete documentation may result in the cancellation of the demonstration of the life safety and fire protection systems.**

**Project Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certified Professional:** \_\_\_\_\_ **Building Permit No.:** \_\_\_\_\_

DOCUMENTS All submitted documents must have original, verifiable registered professional seals and Certified Professional stamp. Return all Schedule S or S-B to the CRP.		APPLICANT TO COMPLETE		OFFICE USE ONLY
		Submitted <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Received <input checked="" type="checkbox"/>
<b>Occupancy Plan and Test Protocol (1)</b>				
Occupancy Plan Meeting	<ul style="list-style-type: none"> <li>▪ Coquitlam Supplement to the Guide to the CP Program</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Protocol	<ul style="list-style-type: none"> <li>▪ Test Protocol for the Demonstration of the Life Safety and Fire Protection Systems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Letters of Assurance</b>				
Schedule CP-2	<ul style="list-style-type: none"> <li>▪ Confirmation of Completion of Code Coordination</li> <li>▪ Coquitlam Supplement to the Guide to the CP Program</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule CP-3	<ul style="list-style-type: none"> <li>▪ Confirmation of Tenant Improvement Compatibility</li> <li>▪ Coquitlam Supplement to the Guide to the CP Program</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule C-A	<ul style="list-style-type: none"> <li>▪ Assurance of Coordination of Professional Field Review</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule C-B	<ul style="list-style-type: none"> <li>▪ Architectural</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Structural</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Mechanical</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Plumbing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Fire Suppression System (Performance Spec)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Fire Suppression System (Detailed)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Electrical</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Geotechnical - Temporary</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Geotechnical - Permanent</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Solution	<ul style="list-style-type: none"> <li>▪ Letter of conformance with alternative solution(s) by applicable Registered Professional</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certified Professional Program  
Occupancy Certificate Application Checklist

Project Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

DOCUMENTS		APPLICANT TO COMPLETE		OFFICE USE ONLY
		Submitted <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Received <input checked="" type="checkbox"/>
<b>Life Safety and Fire Protection System Documents</b>				
CAN/ULC S1001	<ul style="list-style-type: none"> <li>▪ Integrated Testing Plan and test results</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Generator	<ul style="list-style-type: none"> <li>▪ Verification and commissioning report</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Verification Certificate and Work Sheets	<ul style="list-style-type: none"> <li>▪ CAN/ULC-S524, "Standard for Installation of Fire Alarm Systems"</li> <li>▪ CAN/ULC-S537, "Standard for Verification of Fire Alarm Systems"</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ULC Certificate	<ul style="list-style-type: none"> <li>▪ CAN/ULC-S561, "Standard for Installation of Fire Alarm Systems" ULC Certificate "Central Station Fire Protective Signaling Service with site specific certificate number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Suppression System</b>				
Backflow Preventer(s)	<ul style="list-style-type: none"> <li>▪ Test Report(s)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Material Test Certificate	<ul style="list-style-type: none"> <li>▪ Above ground piping</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Below ground piping</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪ Standpipe - above ground piping</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Pump	<ul style="list-style-type: none"> <li>▪ Fire Pump Commissioning Report</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hydrant	<ul style="list-style-type: none"> <li>▪ Private Fire Hydrant Commissioning Report</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provincial Approvals</b>				
Elevator	<ul style="list-style-type: none"> <li>▪ Technical Safety BC - Final Clearance</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<ul style="list-style-type: none"> <li>▪ Technical Safety BC - Final Clearance</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas Approval	<ul style="list-style-type: none"> <li>▪ Technical Safety BC - Final Clearance</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fraser Health	<ul style="list-style-type: none"> <li>▪ Pools, Hot Tubs - Approval to Operate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fraser Health	<ul style="list-style-type: none"> <li>▪ Food Services - Approval to Operate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certified Professional Program  
Occupancy Certificate Application Checklist

Project Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

DOCUMENTS		APPLICANT TO COMPLETE		OFFICE USE ONLY
		Submitted <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Received <input checked="" type="checkbox"/>
<b>City of Coquitlam Inspections and Approvals</b>				
Final Interior Plumbing	▪ Obtain from Plumbing Permits - Inspection Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Exterior Plumbing	▪ Obtain from Plumbing Permits - Inspection Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Sprinklers	▪ Obtain from Plumbing Permits - Inspection Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency	▪ Confirmation of compliance with BCBC Division C subsection 2.2.9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.C.L.S. Survey Certificate	▪ Location survey ▪ Height of Building Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City Fire Hydrant	▪ Commissioning of new City Hydrant completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Vehicle Charging	▪ Signed and sealed letter from RP (Electrical) that the electric vehicle, charging infrastructure installation is in accordance with the Zoning Bylaw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape	▪ Landscape C-L submitted to Planning File Mgr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪			
City Approvals	▪ Development Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Legal Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Engineering and Public Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Urban Forestry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪ Fire Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Coquitlam Fire Rescue Documents</b>				
Fire Safety Plan	▪ Submit to Coquitlam Fire/Rescue Services for approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Incident Plan	▪ Submit to Coquitlam Fire/Rescue Services for approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vital Information	▪ Submit to Coquitlam Fire/Rescue Services for approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Truck Loading	▪ RPR letter verifying capacity of fire truck access route for 85,200 lb. GVWR (including outrigger with 75psi loading)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevator	▪ Certificate of Phone Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certified Professional Program  
Occupancy Certificate Application Checklist

Project Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

DOCUMENTS		APPLICANT TO COMPLETE		OFFICE USE ONLY
		Submitted <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Received <input checked="" type="checkbox"/>
<b>Other Documents</b>				
<input type="checkbox"/>	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have verified that all above documents and drawings are in order, as permanent records for this building. I am recommending:

**partial** (provisional) occupancy for the above project.

**full** occupancy for the above project.

**“Certified Professional” (please print):**

Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

(Affix “Certified Professional’s” stamp here)



Notes

Submit documents:

- (1) 30 business days prior to the AHJ demonstration