



This bulletin is being provided to clarify the requirements around obtaining Provisional or Final Occupancy Permits on multi-phased developments.

**1. For Provisional Occupancy we require:**

- A sealed letter from the CRP/Architect outlining all the deficiencies that are still to be completed,
- Either a complete schedule C-B package or written verification from the CRP that the has confirmed all other disciplines are okay with the units being occupied,
  - If C-Bs are provided they cannot contain any annotations but must be a clean C-B. If annotations are necessary then a C-B is not ready to be issued.
- A time line when all the deficiencies will be completed,
- All other permits (plumbing, electrical, gas, sprinkler, etc.) are to be finalized or authorization to occupy noted on the final inspection notices,
- Fire department approval and construction fire safety plan in place,
- Active fire hydrants within 90 metres of the entrance to the most distant unit,
- Works and service completed to the point that authorization to connect to the mains (sanitary, storm & water) has been issued by the engineering department,
- An approximate dollar value on the work still outstanding to determine size of security,
- Security deposit has been received for the outstanding works,
- As part of any provisional occupancy permits issued in the last phase of a development, If the last lift of asphalt has not yet been installed, a security deposit in the dollar amount required to complete the last lift of asphalt will be required, and
- The permit fee per unit charge - for the provisional occupancy permit - has been paid.

**2. For a full Occupancy Permit; these are provided only on a phase by phase basis in which case:**

- A complete schedule C-B package for that phase is to be submitted with no annotations,
- Schedule L-3 (landscape) for that phase,
- All permits for that phase are to be finalized,
- Fire department approval and construction fire safety plan is in place,
- Active fire hydrants within 90 metres of the entrance to the most distant unit,
- Works and service completed to the point that authorization to connect to the mains (sanitary, storm & water) has been issued by the engineering department, and
- An approximate dollar value on the work still outstanding to determine size of security.

**3. In the case where you wish to keep one of the units as a sales centre and the garage is being used as part of the display area you would need:**

- Separate conversion permit(s) for the sales centre to convert it back to a garage. This would be accompanied by a floor plan for the area showing its current state and the state once converted.
- This drawing would need to be sealed by the Architect/CRP along with a schedule B for that unit's garage.

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"This information is provided for convenience only and is not a substitution of applicable City Bylaws, 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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- If more than just building issues would need to be modified then separate permits would need to be obtained for the various trades (i.e. electrical, sprinkler, plumbing, etc.). Schedule B's from these disciplines would also need to be submitted.
- The conversion permit(s) would have a 24-month renewal period, and
- City inspection(s) and schedule C-B received from the Architect/CRP for the remainder of the buildings.

#### 4. For Occupancy Permit on the final phase of a development:

- A complete schedule C-B package is to be submitted with no annotations,
- Schedule L-3 (landscape). Should the weather not permit installation of landscaping then only a provisional occupancy permit will be issued per item 1 above,
- All permits are to be finalized,
- Final approval from any additional 3<sup>rd</sup> party permits,
- Fire department approval,
- All on and off site fire hydrants are to be commissioned,
- Works and service completed and final sign off issued by the engineering department, and
- The final lift of asphalt has been installed. Should the weather not permit installation of the final lift then only a provisional occupancy permit will be issued per item 1 above.

The following is an excerpt from the City's current Building Bylaw:

#### Provisional Occupancy Permit

23.6 The **Chief Building Official** may issue an occupancy permit for part of a **Building** or **Structure** when that part of the **Building** or **Structure** is self-contained, provided with essential services and meets requirements set out in section 23.2 of this bylaw. Upon the written request of the holder of a **Building Permit** or the **owner** of a **Building** for which a **Building Permit** has been issued, and on payment of fees required as per Schedules A, D, E and F the **Chief Building Official** may issue a provisional occupancy **Permit** where such provisional occupancy will not jeopardize the health or safety of the occupants of the **Building**. Planning and Engineering department approvals are necessary prior to the granting of the provisional occupancy **Permit**.

No Provisional Occupancy **Permit** may be issued unless:

23.6.1 The exterior finishes of the **Building** are substantially complete;

23.6.2 A permanent address pursuant to Maple Ridge House Numbering Bylaw has been assigned and posted on the **Building**;

23.6.3 It sets out the date of expiry of the Provisional Occupancy Permit; and

23.6.4 Where **Registered Professionals** are engaged in the inspection process a certified statement from them that the provisional occupancy applied for will not jeopardize the health or safety of occupants of the **Building**.

23.7 The **Chief Building Official** may require as a condition of issuance of a Provisional Occupancy **Permit** that the **owner** provide security equal to the value of part or all of outstanding **Construction** required to complete the **Building**.

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