

## Final or Occupancy Inspection Requirements

Owner/Applicant: \_\_\_\_\_

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

The above noted project is nearing completion, you should be aware of the documentation required by the building inspection division prior to requesting a final inspection.

Building Permit: BLD as well as any corresponding demolition (DEM) permit  
Plumbing/Sprinkler Permit: PLB

**To book a Final Building Inspection email [building@langford.ca](mailto:building@langford.ca) OR phone 250-474-6692**

Please submit all documents to the Permits and Inspections Division at least 2 business days prior to the final inspection. This time is needed to assess if the required documents are provided and complete. This will reduce the likelihood of a possible holdup at the time of the inspection due to incomplete or incorrect paperwork.

**Documents will not be accepted on site at the time of final inspection.**

Original sealed or digitally sealed verifiable letters of assurance for the following:

- Schedule CA
- Schedule CB's for the following disciplines:
  - Architectural
  - Structural
  - Mechanical
  - Plumbing
  - Fire Suppression Systems
  - Electrical
  - Geotechnical
  - Civil

Other Documentation:

- A compliance report from the proponent of the alternate solution, confirming installation is complete and correct to the proposal.
- Any approvals by professionals for items specific to this project.
- Fire alarm verification in conformance with CAN/ULC-S537 and monitoring in conformance with CAN/ULC-S561.
- TSBC approval for the elevating device.
- Contractor's Materials and Test Certificate for the sprinkler system.
- Fire Pump Flow Test Certificate(s).
- Back Flow Prevention Certificate(s).
- Emergency generator commissioning and verification reports.
- Copy of the test protocol and test procedures for demonstration of the co-ordinated fire and life safety systems.
- VIHA Approval where applicable
- BCLS Survey for building placement and height

Confirmation of final cost of construction with the following breakdown:

- Building
- Mechanical
- Electrical
- Plumbing
- Fire suppression

Review building permit and development permit conditions to determine if the following are applicable for the project:

Contact the Planning Department to arrange a final inspection:

Phone: 250-478-7882

Email: [planning@langford.ca](mailto:planning@langford.ca)

The Planning / Zoning final inspection is to ensure that the completed project is substantially in accordance with the approved Development Permit and some of the key elements that are reviewed are:

- Finishes and details of elevations
- Parking - layout, numbers, access/egress and visitor parking if applicable
- Bicycle parking if applicable
- Landscaping (if complete at time of inspection)
- Amenities if applicable

Contact the Fire Department to arrange a final inspection:

Phone: 250-478-9555

Email: [lcaven@langford.ca](mailto:lcaven@langford.ca)