



## Documentation Meeting for Projects with a Coordinating Registered Professional (CRP)

### Prior to final inspection:

A Documentation Meeting must be conducted at City Hall to ensure all required documents are submitted and completed accurately.

A “Request for a Documentation Meeting” form must be completed and emailed to [building-info@abbotsford.ca](mailto:building-info@abbotsford.ca). Staff will confirm the meeting within 3 days of the request. Meetings are typically scheduled to commence at 3:30 p.m., Monday to Friday.

### The meeting request must include the following:

- proposed meeting date;
- address of each building;
- permit number for each building;
- date of final inspection request; and
- contact information for the person proposing the meeting and final inspections. It is very helpful if the Coordinating Registered Professional (CRP) also attends the meeting to correct any errors in the documents that may be discovered.

### The required documents must be original and signed and sealed.

Documents may include (as applicable):

- Schedule C-A
- Schedules C-B for all registered professionals of record
- Fire Alarm Monitoring Certificate
- Fire Alarm Verification
- Fraser Health approval documents
- Fire Sprinklers – Contractor’s Material Test Certificate for above ground piping
- Fire Department Connection – Contractor’s Material and Test Certificate for above ground piping and/or for underground piping – by installing contractor
- Fire Main from property line into building – Contractor’s Material and Test Certificate for underground piping – by installing contractor
- Backflow Test Reports
- Sanitary Test Reports for Civil files
- Water Main Chlorination and Bug Tests results for Civil files
- Well Water Potability Test report
- Septic Certification from Fraser Health.
- Legal Site Survey

Help us to ensure a successful meeting by reviewing all documentation before the meeting to confirm that the documents are completed correctly, and include CRP initials. Please note that in the event the meeting is postponed, a fee of \$75.00 will be applied prior to rescheduling.