



Required Documents for Tenant Improvement Inspections

Depending on the scope of work, not all items noted may be applicable, and during construction, additional inspections and documentation may be requested.

CONSTRUCTION DURING COLD WEATHER

- Please refer to our online [Cold Weather Advisory Notice](#)

FORMS / FOOTINGS – prior to concrete pour

- Bearing capacity and formwork – P. Eng. field report
- Formwork/Structural – P. Eng. field report
- During cold weather i.e. 5°C or below, a sealed P. Eng field memo approving the placement of concrete and sealed P. Eng field memo certifying supervision for the protection of placed concrete

POLY UNDERSLAB – prior to concrete pour

- Fill – P. Eng. field report (depending on depth, material, compaction)
- Environmental Separation Architect Field report
- Environmental Separation Architect Field report for Radon Mitigation and/or
- Mechanical – P. Eng. field report for Radon Mitigation
- During cold weather i.e. 5°C or below, a sealed P. Eng field memo approving the placement of concrete and sealed P. Eng field memo certifying supervision for the protection of placed concrete

FRAME / FIRE STOPPING – prior to insulating & drywall

- Fire stop CAN/ULC S115 listed system to be on site for inspection
- Fire block / Fire stop / Fire separation / Demising Wall Architect field report
- Structural P. Eng. field report
- Suspended ceiling systems/bulkheads/drops P. Eng. field report
- Walk-in Cooler listing to CAN/ULC-S138

INSULATION / VAPOUR BARRIER – prior to drywall

- Spray foam documentation of date/time of application/ R-Value /Product
- Insulation / Vapour Barrier / Sound Transmission Architect field report

DRYWALL / FIRE SEPARATION – prior to tape & mud

- Fire Separations – listed system – documentation on site
- Fire Rated Separations / Fire Stopping Architect field report

NFPA 96 SYSTEM DEMONSTRATION (TRIP TEST)

- Mechanical P. Eng. field report

PRE-OCCUPANCY DOCUMENTATION SUBMISSION

- One complete package of applicable documentation to be submitted in advance of the final inspection. Please refer to our [Documentation Submission: Required Documents Checklist](#)

Letters of Assurance/Schedules C-A / C-B:

<input type="checkbox"/> C-A Co-ordinating Registered Professional	<input type="checkbox"/> C-B Electrical
<input type="checkbox"/> C-B Architectural	<input type="checkbox"/> C-B Fire Suppression – sprinklers
<input type="checkbox"/> C-B Structural	<input type="checkbox"/> C-B Fire Suppression – commercial kitchen system
<input type="checkbox"/> C-B Mechanical	<input type="checkbox"/> C-B Fire Suppression – spray booth
<input type="checkbox"/> C-B Civil	<input type="checkbox"/> C-B Geotechnical – temporary
<input type="checkbox"/> C-B Plumbing	<input type="checkbox"/> C-B Geotechnical – permanent

Professional Reviews & Other Supporting Documents:

- Letter of Compliance - for Alternative Solution(s) by Applicable Registered Professional
- Fire Alarm Monitoring Certificate
- Fire Alarm Verification – additional/removed/replaced/modified – fire alarm system/devices
- 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
- Backflow Assembly Test Reports
- Sanitary Test Reports for Civil file
- Water Main Chlorination and Bug Test results for Civil Files
- Well Water Potability Test report
- Septic Certification from Fraser Health
- Legal Site Survey
- Civic Unit Numbers and Strata Lot Numbers Form
- Fire Department – commercial kitchen trip test
- Fire Department – spray booth trip test
- Technical Safety Authority – elevator/lifts – final inspection report
- Technical Safety Authority – gas - final inspection report
- Technical Safety Authority – electrical - final inspection report
- Suspended ceiling systems/T bars / bulkheads / architectural features / equipment – P. Eng. assurance
- Glazed wall/door assemblies/guards – P. Eng. Assurance
- CAN/ULC 1001: Standard for Integrated Systems Testing of Fire Protection & Life Safety Systems Report

As-Built drawings:

- May be requested by the inspector – depending on site changes from permit drawings
- PDF format – each page to indicate 'As-Built' and dated.

FINAL

- All documents to be submitted at the Pre-Occupancy Documentation Submission prior to Final Inspection

*******TO AVOID FAILED OR CANCELLED INSPECTIONS & RE-INSPECTION FEES, ENSURE THAT
ALL APPROVED PERMIT DRAWINGS & DOCUMENTATION ARE ONSITE
FOR ALL BUILDING & PLUMBING INSPECTIONS*******

*******SITE SAFETY TO BE MAINTAINED AT ALL TIMES*******