Town of Ladysmith
Building & Plumbing Bylaw 2024, No. 2174

Appendix C – Confirmation of Required Documentation

Permit Number: _____

Note:

1. The Confirmation of Required Documentation and all required documentation must be submitted to the Building Official 48 hours prior to the Pre-Occupancy Coordinated Review.

2. The Confirmation of Required Documentation and all required documentation must be submitted in digital pdf format, sections as per this Appendix.

Provided	N/A	CONFIRMATION OF REQUIRED DOCUMENTATION
		DIRECTORY OF PRINCIPALS(Role/Firm/Name/Telephone)
		Owner
		Co-ordinating Registered Professional
		Registered Professionals
		Warranty Provided
		Licensed Builder
		Sub-Contractors
		LETTERS OF ASSURANCE (A, B, C-A, C-B)
		Co-ordinating Registered Professional
		Architectural
		Structural
		Mechanical
		Plumbing
		Electrical
		Geotechnical Temporary
		Geotechnical Permanent
		Fire Suppression
		_____(other)
		PROFESSIONAL REVIEW LETTERS
		Alternative Solution (Confirmation of Field Review – sealed)
		Site Services – Civil Engineer
		Building Envelope Specialist
		Roofing Consultant
		Survey by a British Columbia Land Surveyor
		Step Code Compliance Reports
		Back Flow Test Certificates
		_____(other)

FIRE ALARM		
		Fire Alarm Verification Certificate (include field work sheets)
		Letter of Signed Contract from ULC Listed Monitoring Agency
		_____(other)
SPRINKLER SYSTEMS		
		Material and Test Certificate – Above groundpiping
		Material and Test Certificate – Underground piping
		Fire Pump Test Report
		_____(other)
PROVINCIAL APPROVALS		
		Certificate to Operate Elevating Device (one per each device)
		Health Approval (on-site sewage disposal)
		Health Approval (food services)
		_____(other)
TOWN APPROVALS		
		Fire Department Acceptance (Fire Safety Plan)
		Final Inspection (Building Inspector – pre-occupancy review)
		Engineering Final Inspection
		Planning Final Inspection
DEFICIENCY LIST		

Submitted by Coordinating Registered Professional

_____

Name (PRINT)

_____   _____

Signature   Date

_____

Address (PRINT)

_____

Phone

(Affix professional seal here)