



## Builders' Bulletin: Provisional Occupancy Permits

### For detached (single-family) dwellings

*This Bulletin is designed to assist owner-builders wishing to occupy a Secondary Suite or a Carriage House in advance of obtaining Occupancy for the Principal Dwelling. Please be sure to consult the relevant Village of Pemberton Bylaws or contact Staff if you have questions: [developmentsservices@pemberton.ca](mailto:developmentsservices@pemberton.ca)*

A Building Official may consider granting a Provisional Occupancy Permit to an owner-builder of a single family dwelling when such provisional occupancy will not jeopardize the health or safety of the occupants and when the finished spaces in the house will be occupied by the owner and immediate family only. Absolutely no rental situations will be considered under a Provisional Occupancy, and the owner should check the site's Worksafe insurance will cover the family members on site.

**Note: The granting of a Provisional Occupancy Permit does not constitute a guarantee that the building may be used without risk to the occupants or to the condition of the building. An owner who accepts a Provisional Occupancy does so entirely at their own risk.**

A Provisional Occupancy Permit sets out the conditions to be met to finish the remainder of the Principal Dwelling and the expiry date of the Provisional Occupancy Permit. The owner shall agree, in writing, to the conditions and to the expiry date set out by the Provisional Occupancy Permit prior to the issuance of the Permit. The expiry date must be reasonable and mutually agreed upon by both the Building Official and the owner. **The owner shall cease occupancy should the work not be finished when the Provisional Occupancy Permit expires.**

A Building Official may issue a Provisional Occupancy Permit upon completion of an occupancy inspection verifying that all required items have been completed and upon acceptance of all required documentation and payment of all fees, charges, and securities. Issuance of Provisional Occupancy is discretionary. Completion of all checklist items does not guarantee occupancy will be granted.

Please see the Checklist below for provisional occupancy inspection and document requirements. Payment of \$150.00 is required.

**To obtain a Provisional Occupancy Permit, please contact [nsegovia@pemberton.ca](mailto:nsegovia@pemberton.ca)**

**Checklist for Provisional Occupancy**

✓	Description
	Payment of \$150 for Provisional Occupancy Permit
	Provisional Occupancy Inspection with conditions noted
	Functional toilet, washbasin and shower/bathtub in bathroom with Plumber's Declaration
	Functional kitchen with sink, faucet and drain installed and clean surface for food preparation with Plumber's Declaration
	Functional facilities provided in conformance with Electrical Safety Regulations, where electrical or gas services are available
	Plumbing drainage, supply and venting systems complete with all traps in place and piping to future fixtures capped off with Plumber's Declaration
	Functional heating and fuel storage systems
	Water resistant floor surfaces in bathroom, kitchen, entrance and laundry areas
	Stairs, landings, guards and handrails in place as per the British Columbia Building Code (BCBC) or access to unprotected areas barricaded
	Self-closing mechanism and weather stripping in place on door between house and attached garage, if garage in use
	Openable window of not more than 1.5m sill height and 0.35m <sup>2</sup> in area with no dimension less than 380mm in each bedroom for egress (unless sprinklered)
	W.E.T.T. inspected solid fuel burning appliances and Technical Safety BC sign off for gas
	Access to decks barricaded if future decks are not in place
	Ventilation and heating systems approved and functioning for space in use
	Interconnected smoke alarms and CO2 detectors installed and tested as per the BCBC. No bags over such devices will be accepted.
	Interior wall, ceiling finishes and required fire separations in place with no exposed vapour barrier in occupied space
	Exterior doors with security features in place and exterior reasonably clad for protection from weather
✓	<b>Other Potential Items (depending on the stage of the house building process):</b>
	Geotech Final Field Review & Schedule C-B or Signed and Sealed Memo Accepting Use Prior to Issuance of Final Documents
	Structural Field Review indicating the house is safe for occupants to use
	Architectural sign off, if applicable
	Written Acceptance of Conditions and Expiry Date, as proposed by the builder and agreed upon by the Building Official
	Professional Engineer Review of Retaining Walls, should a retaining wall be needed to gain access to the entrance to the secondary suite/carriage house
	Insulation Certification
	Site Services As-Builts
	Fire Suppression System Sign-Off and Schedule C-B
	BC Land Surveyor's Form Location certificate with elevations
	Payment of Outstanding Fees and Deposits
	Other items as required by Building Official