

Builders' Bulletin: Occupancy Permits

This Bulletin is for informational purposes only. Please be sure to consult the relevant Village of Pemberton Bylaws or contact Staff if you have questions: developmentsservices@pemberton.ca

What is an Occupancy Permit?

An Occupancy Permit must be granted by a Building Official prior to the use or occupancy of any building or part thereof. The main purposes of an Occupancy Permit are:

- To ensure that buildings are safe for people to use.
- To ensure that buildings comply with relevant bylaws and codes.

Where an owner cannot finish work due to circumstances, like landscaping during the cold months, the Building Official may be able to issue an Occupancy Permit with conditions, where the outstanding work has an agreed upon time duration to finish. In these cases, a bond may be taken to secure the outstanding work for completion.

In some cases, the Building Official may be able to issue a Provisional Occupancy Permit for an owner/builder to occupy a finished portion of the house while construction continues. See [the bulletin on Provisional Occupancy](#) if this applies to you.

Please call the Building Inspector to arrange for an Occupancy Permit before occupying any residence.

Background:

Both the [Zoning Bylaw](#) and the [Building Bylaw](#) have requirements that prohibit occupancy of a building until a final inspection is done by the Building Official, and occupancy in some form is granted.

No person shall occupy a building or part of a building until the building and its life safety systems are completed and the building has had a final inspection and the owner has been issued an Occupancy Permit. A final inspection will not be conducted until all letters of assurance have been submitted and all aspects of the building permit requirements for issuance have been provided to the Village. Please refer to Part 20 of the Village of Pemberton's [Zoning Bylaw No. 832, 2018](#) for further clarification.

Why is it important?

Obtaining an Occupancy Permit not only allows you the peace of mind to know that your house has been safely built, you will avoid any potential fines and fees that are associated with living in a house that does not have an occupancy approval. The bylaws state that owners living in residences without any type of occupancy approvals may be subject to fines. If the owner continues to be in non-compliance, the Village may register a Notice on Title stating that final occupancy has not been granted, which may result as a potential red flag for future financing or real estate transactions. Additionally, it should be noted that most homeowner's insurance may default coverage if the house does not have a proper occupancy approval.



How do I get an Occupancy Permit?

Upon the submission of a building permit and the completion of building the following items are required to be submitted before booking a Final Inspection. The Building Official will then conduct a final inspection and sign off on the building should there be no outstanding work required.

Occupancy Checklist

Complete?	Item
	Geotech final field review and Schedule C-B
	Site survey showing foundation, elevations (Form Location Cert)
	Structural final field review & Schedule C-B
	Schedule C-A (If applicable)
	Schedule C-B Fire Suppression (If applicable)
	Schedule C-B Architectural (If applicable)
	Schedule C-B Civil (If applicable)
	Schedule C-B Mechanical (If applicable)
	Additional Schedule C-B's (If applicable)
	Copy of registered covenants/ Covenants registered
	Final Inspection
	Structural review of retaining walls (If applicable)
	Photos if requested by Chief Building Official
	ESC Mid-Construction Verification Report
	ESC As-Built Compliance Report
	Plumber's declaration for final fit
	HPO Registration
	Electrical notification of Completion
	Gas notification of Completion
	WETT Inspection Report
	Ventilation Checklist
	Insulation Certification
	Site services as-built drawings
	Landscaping completed
	Incomplete items or conditions noted on occupancy certificate with date for completion
	DCC's or CAC's Paid
	DP Conditions Satisfied

Please contact Development Services at developmentservices@pemberton.ca should you have any questions regarding Occupancy.