



Effective immediately, The City of New Westminster is re-introducing Occupancy Certificates as part of our construction permit process. Occupancy Certificates will be required prior to any occupancy of the following:

- First occupancy of a building or structure or part thereof after completion of construction;
- Prior to occupancy following partial demolition, alteration or extension; or
- Change of occupancy of any building or structure or part thereof.

Following Final Inspections the certificate will be mailed to the owner/applicant.

Provisional Occupancy will be considered where:

- A portion of a building or structure is substantially complete and is “self-contained”;
- Sign-off has been received from the Coordinating Registered Professional (CRP) and other Registered Professionals;
- All aspects of the work within the self-contained area requiring inspection have received inspection and acceptance; and
- A fee is paid (\$500.00 per 30 days – renewable for an additional fee)

Single Family Dwellings & Duplexes will **not** be issued Occupancy Certificates unless specifically requested and the appropriate fee paid (\$250.00 per unit)

Please refer to Building Bylaw Amendment Bylaw No. 8084, 2019 for full requirements.