511 Royal Avenue
New Westminster BC
V3L 1H9

604 521 3711
info@newwestcity.ca
newwestcity.ca

Occupancy Certificates

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:

- Initial 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.

Phased Occupancy will be considered where a portion of a building or structure is substantially complete and is suitable for occupancy and:

- Sign-off has been received from the Coordinating Registered Professional (CRP) and other Registered Professionals;
- All aspects of the work within the phased area requiring inspection have received inspection and acceptance; and
- A fee is paid ($2000.00 per 120 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.