



OCCUPANCY APPLICATION CHECKLIST

DEVELOPMENT PERMIT NO. :

BUILDING PERMIT NO. :

PART1: The following documentation is to be completed and submitted with the building permit for all new buildings and additions:

At (Facility)	Pursuant to Lease No.	Location (Civic Address or area) of space to be altered	
Applicant's Name	Phone contact	Signature of Authorized representative	Date (D-M-Y)

DOCUMENTATION			
No.	Completed		Item Description
	Yes	N/A	
1			Assurance of Professional field review & compliance for:
			Architectural
			Structural
			Mechanical
			Plumbing
			Civil
			Electrical
			Landscape completed
			Fire suppression system
2			Final building official review .
3			Letter of compliance alternative solution(s) by registered professional.
4			Above ground materials & test certificate of sprinkler system.
5			Underground materials & test certificate of sprinkler system.
6			Completed fire safety plan, evacuation plan posted in the building and building drawing provided to RAA.
7			Fire alarm system verification report.
8			Back flow preventer test certificate. Sewer Sprinkler supply Others.
9			Electrical permit.
10			Gas permit.
11			Comply with the RAA operational & regulatory requirements.
12			Comply with the new National Energy Code for buildings (NECB) 2017 edition as of January 1, 2019.

PART 2: To Be Completed by Regina Airport Authority Representative

The Above Application is:	Approved	Temporary	Rejected
Subject to the following conditions:			

APPROVED BY : JOHN ASTON Vice President, Commercial, Projects & Planning	SIGNATURE : 	REMARKS:
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