


**Building Services Division**

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## REQUEST TO OCCUPY AN UNFINISHED BUILDING NON RESIDENTIAL AND MULTI - RESIDENTIAL OCCUPANCY

The Ontario Building Code, Division C, Part 1, Sentence 1.3.3.1.(1) requires that a person obtain written authorization from the Chief Building Official to permit occupancy of a building or part thereof that has not been fully completed at the date of occupancy. To facilitate your request, please review and provide us with the following information:

<b>A. Scope of Occupancy Request</b>	
Municipal Address (Project Location):	<b>Building Permit No.:</b>
<i>The request for the issuance of a Certificate of Occupancy is for the following areas of the building :</i>	
Floors/Levels:	Area to be Occupied:
Note: For areas of a floor to be occupied, please attach an 8 ½" x 11" floor plan of the building area to be occupied and the location of any barricades to prevent access to parts of the building still under construction (to be completed by the designer).	
<b>B. Date of Occupancy Request</b>	
The <b>scheduled date</b> for occupancy is: _____(mm/dd/yy). Please note, to facilitate the testing of life safety systems and to rectify deficiencies, the occupancy inspection by the building inspector must occur a minimum of 5 business days prior to the scheduled date for occupancy.	
<b>C. General Review Reports</b>	
Prior to the issuance of a certificate of occupancy for a building, the following general review, specialists, consultants and agencies test reports must be submitted and reviewed by the Building Services Division. Should any report not be submitted or approved, occupancy approval may be delayed. Some projects may not include the scope of work listed. Please contact the consultants involved to ensure their reports are current and are void of Building Code deficiencies. <b>General review reports and final sign-offs are required from:</b>	
<input type="checkbox"/> Architect <input type="checkbox"/> Structural Engineer <input type="checkbox"/> Mechanical Engineer <input type="checkbox"/> Electrical Engineer <input type="checkbox"/> Fire Protection Engineer (if applicable) <input type="checkbox"/> Site servicing general review reports <input type="checkbox"/> Geotechnical/soil reports (bearing capacity)	<input type="checkbox"/> Fire Alarm Verification Certificate <input type="checkbox"/> Sprinkler System Verification Certificates <input type="checkbox"/> Fire Service Main Testing and Verification <input type="checkbox"/> Contractor's Material and Test Certificates <input type="checkbox"/> Water System Chlorination/disinfection report <input type="checkbox"/> Backflow Prevention Device(s) Testing Reports <input type="checkbox"/> ASHRAE 90.1-2004 Certificates
<b>D. Declaration of Building Owner or Agent of Owner</b>	
As owner or on behalf of the owner, I am satisfied the building meets the requirements of the Ontario Building Code that apply to the occupancy of buildings under construction, and hereby request permission to occupy the building as described in this application.	
_____ (print name)	_____ (position)
_____ Date	_____ Signature of applicant

## MINIMUM REQUIREMENTS TO OCCUPY AN UNFINISHED BUILDING

Ontario Building Code, Division C, Part 1, Sentence 1.3.3.1.(1)

1. **The structure of the building, or part thereof is completed to the roof.**  
Reports have been submitted from the structural review engineer and independent inspection and testing agencies confirming the structural adequacy of the area of the building to be occupied. Caution: work to be performed on any structural element in an area not requested for occupancy cannot have an effect on the occupied area.
2. **The enclosing walls of the building, or part thereof are completed to the roof.**  
The balcony guards are completed. Final precast panel, glass curtain wall system, exterior insulation finish system and masonry wall inspection reports have been submitted to the Building Inspector.
3. **Walls enclosing the space to be occupied are completed.**  
Permanent guards, filler panels and walls are installed on all floors. All operable windows in suites in a residential building are equipped with latching devices and screens meeting the appropriate CGSB Standard. Guards are installed on retaining walls.
4. **Fire separations/closures are completed on all storeys to be occupied.**  
Reports have been submitted for spray fireproofing verifying thickness, density and fire-resistance rating. Openings around ducts, pipes etc. in fire separations are sealed with an approved firestopping material.
5. **Required exits completed and fire separated including all doors, door hardware, self closing devices, balustrades/guards and handrails, from the uppermost floor to be occupied down to grade level and below, if any exit connects with lower stories.** All stair enclosure shafts are completed. Permanent stairs, handrails and guards installed. Exterior passage from each exit to public thoroughfare with guards, hoarding and overhead protection provided. Installed electromagnetic locking devices are included with the permit documents and are de-energized or are approved for use.
6. **Shafts including closures are completed to the floor-ceiling assembly above the storey to be occupied and have a temporary fire separation at such assembly.**
7. **Measures have been taken to prevent access to parts of the building and site that are incomplete or still under construction.** Hazardous and unfinished areas are adequately barricaded and signed to prevent access by the public. Construction material removed from site. Incomplete construction remaining in the area requested for occupancy must be completed during non-business hours or when tenants, owners or members of the public do not occupy the area.
8. **Floors, halls, lobbies and required means of egress are kept free of loose materials and other hazards.** Construction material and equipment are removed from site while the area is occupied.
9. **If service rooms should be in operation, required fire separations are completed and all closures installed.** Service rooms do not contain construction equipment and materials.
10. **All building drains, building sewers, water systems, drainage systems and venting systems are complete and tested as operational for the storeys to be occupied. *Water service pipes (potable water) have been flushed and disinfected.*** Backflow prevention installed to prevent contamination of the potable water system.
11. **Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied.** Normal lighting levels and heating temperatures are in effect for the type of occupancy as provided for by the building code.
12. **Required lighting in corridors, stairways and exits is completed and operational up to and including all storeys to be occupied.** Emergency lighting tested and operational.
13. **Required standpipe, sprinkler, and fire alarm systems are complete and operational up to and including all storeys to be occupied, together with required pumper connections for such standpipes and sprinklers.** Building inspector to witness test the sprinkler, standpipe, fire alarm and emergency power systems. Above and below ground test certificates for the sprinkler, standpipe and private hydrants submitted. Fire alarm verification and installation certificate submitted to the building inspector prior to the test.
14. **Required fire extinguishers have been installed on all storeys to be occupied.** Fire extinguishers have been installed the day of the occupancy inspection.
15. **Main garbage rooms, chutes and ancillary services thereto are completed to storeys to be occupied.** Fire separations completed, closures and sprinklers heads installed.
16. **Required fire fighting access routes have been provided and are accessible.** Access routes for fire department vehicles are located and constructed in accordance with the permit documents.
17. **The sewage system has been completed and is operational.**