



**City of Kingston Building Services Division**  
**INSTITUTIONAL / COMMERCIAL / INDUSTRIAL (I/C/I) – PART 3**  
**OCCUPANCY CHECKLIST**

**INSPECTOR:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **PERMIT NO.:** \_\_\_\_\_

**SAFETY ITEMS**

- Continuity of Firewalls [3.1.10.3]
- All handrails and guards placed with proper height and spacing [3.4.6.5]
- Stair and landings correct/headroom [3.4.6.3 & 3.4.6.7]
- Blow off hot water tank [7.6.1.2(5)(c)]
- No scalloped curb-cuts
- Ramps at 1:20 or guarded and handrails [3.7.3.4]
- Required drywall for fire separation/spatial separation [3.1.8]
- Flame spread ratings to be checked
- Labelled doors and frames and hardware in fire separation/firewalls [3.1.8.5(2)]
- No exposed foamed plastics [3.1.4.2]
- Firestopping [3.1.11]
- Spacial separation completed [3.2.3]
- Door swings [3.3.1.10]

**MISCELLANEOUS**

- Grading away from building [3.1.17.1]
- Driveway width acceptable [as per site plan]
- Design for retaining wall higher than 1 metre [2.1.2.1]
- Woodstove/Fireplace installed correctly [9.22]
- Weep holes in masonry [9.20.13.7]
- Attic insulation in place [as per ASHRAE Design]
- Work Orders
- 911 sign or 911 address

**ELECTRICAL**

- Carbon Monoxide detectors (solid fuel & garages) [6.2.2.3]
- Emergency and Exit lighting [3.2.7.3 & 3.4.5.1]

**MECHANICAL**

- Appliances operational [6.2.1.2(1) & (2)]
- Duct clearances [6.2.4.4(2),(3) & (4)]
- No exposed wood in ducts
- Proper distance of Int. / Ext. [6.2.3.13]
- Ventilation requirement for washrooms 50 c.f.m. for each sanitary fixture [6.2.3.10(7)]
- C.O. Detectors repair garage) [6.2.2.3(2)]

**SANITARY FACILITIES**

- Sanitary facilities on property [3.6.4.1]
- Fixtures C.S.A. approved [7.2.1.4]
- Hot Water available
- Clean outs in appropriate places [7.4.4.4]
- Traps on all appliances [7.4.5.1]
- Trap seal primers all F.D. [7.4.5.5]
- No water softeners into septic – **Health Unit requirement**
- Back flow preventors in place [7.6.2.3]
- Sump pit/pump in place for basements
- ¾" supply to first branch [7.6.3.4]
- Water Meter [7.6.1.3(5)]
- Low Flush Toilets and Urinals [7.6.4.2]

**BARRIER FREE**

- Handicap (bars, taps, coat hook, etc.) [3.7.3.8]
- Location of switches, etc. (3" – 11") [3.7.1.6]
- Power door opener (assembly occupancies) [3.7.3.3.(7)]
- B/F Path of Travel [3.7.1.3]
- Ramps/Landings [3.7.3.4]

**REPORTS**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ARCHITECTS           | <input type="checkbox"/> Fire Alarm Verification                          | <input type="checkbox"/> Fire Dept. Approvals         |
| <input type="checkbox"/> EACH ENGINEER        | <input type="checkbox"/> Sprinkler System Test Certificate                | <input type="checkbox"/> County/ MTO approvals        |
| <input type="checkbox"/> PLUMBING CERTIFICATE | <input type="checkbox"/> Mechanical Engineer Approval for Service Garages | <input type="checkbox"/> Ministry of Labour approvals |

**OTHER APPROVALS (attached)**

- Department of Health: Use permit for septic systems, well or cistern certificate/restaurants, food preparation establishments
- Ontario Hydro: Approvals for electrical systems
- Union Gas: Approvals for hot water, furnace and fireplaces
- City Utilities Dept.: Water meters tagged and sewer line inspected
- City Building Dept. : Survey received and checked
- Permit Plan Review Checklist
- Permit Plan Review Letter
- Fuel Safety Branch (where applicable)