



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 |

PART 3 BUILDINGS – Final Paperwork Required
(New & Major Additions/Renos)

- Final Architectural report confirming acceptability of Building for Occupancy.
- Final Structural Engineer report confirming acceptability of Building for Occupancy.
- Final Mechanical Engineer report confirming acceptability of Building for Occupancy.
- Final Electrical Engineer report confirming acceptability for Occupancy.
- Final Fire Protection or Sprinkler report
- Final Civil Engineer report
- Sprinkler system material & Test Certificates (Forward to fire Prevention)
- Fire alarm Verification reports. (Forward to Fire prevention)
- Emergency lighting verification report.
- Plumbing Inspection Verification Certificate.
- ESA Final Certificate for electrical work.
- Gas Authority Finals (Tags) on appliances.
- In Floor Heat Certificate where applicable).
- Septic Final (where applicable.)
- Elevator Certificate Posted (TSSA)
- Test Certificate; Hood for Grease Laden Vapors (Where applicable.)
- Well water Test certificate (Where applicable)
- Air Balance Report
- Utilities Kingston – Water meter and backflow devices installed
- Utilities Kingston – Gas Approval
- Integrated Fire and Life Safety Certificate
- Backflow prevention report and tags on device
- Fire alarm monitoring certificate
- Emergency lighting verification report
- Lot Grading and Survey for new construction, additions and pools
- Records of site condition (required at occupancy for wood frame buildings)
- Hood suppression sign off/certificate (where required)
- Fire Pump verification
- Generator verification
- Co2 verification for storage garages
- Commissioning and testing of fire service mains

Other Approvals

- Fire Prevention Bureau
- Heritage Dept approvals (where required)
- Health Unit (Food Premise/service, Personal Service ex. hair, nails etc.)
- City Licensing Approvals (where required – for information call 613-546-4291x3150)
- Site Plan Security Release and Final (for information call 613-546-4291x3163)
- Ministry of Health (Shielding of X-Ray equipment, Long term care homes)
- Ministry of Labour (where required)
- Ministry of Transportation (permit should be available for permit issuance)

These “approvals” and paperwork are in addition to those items required in OBC Subsection 1.3.3

Ontario Building Code

1.3.3. OCCUPANCY OF UNFINISHED BUILDING

1.3.3.1. Occupancy Permit - General

- (1) Except as permitted in Sentence 1.3.3.2.(1), a person may occupy or permit to be occupied any *building* or part of it that has not been fully completed at the date of occupation where the *chief building official* or a person designated by the *chief building official* has issued a permit authorizing occupation of the *building* or part of it prior to its completion in accordance with sentence (3).
- (2) Sentence (1) does not apply in respect of the occupancy of a building to which Article 1.3.3.4. or 1.3.3.5. applies
- (3) The *chief building official* or a person designated by the *chief building official* shall issue a permit authorizing occupation of a *building*, where
 - (a) the structure of the *building* or part of it is completed to the roof,
 - (b) the enclosing walls of the *building* or part of it are completed to the roof,
 - (c) the walls enclosing the space to be occupied are completed, including balcony *guards*,
 - (d) all required *fire separations* and *closures* are completed on all storeys to be occupied,
 - (e) all required *exits* are completed, including all *fire separations*, doors, door hardware, self-closing devices, guards and handrails, from the uppermost floor to be occupied down to *grade* level and below if an *exit* connects with lower *storeys*,
 - (f) all 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,
 - (g) measures have been taken to prevent access to parts of the building and site that are incomplete or still under *construction*,
 - (h) floors, halls, lobbies and required *means of egress* are kept free of loose materials and other hazards,
 - (i) if service rooms should be in operation, required *fire separations* are completed,
 - (j) all *building drains*, *building sewers*, *water systems*, *drainage systems* and *venting systems* are complete and tested as operational for the *storeys* to be occupied,
 - (k) required lighting, heating and electrical supply are provided for the *suites*, rooms and common areas to be occupied,
 - (l) required lighting in corridors, stairways and *exits* is completed and operational up to and including all *storeys* to be occupied,
 - (m) 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,
 - (n) required fire extinguishers have been installed on all *storeys* to be occupied,
 - (o) main garbage rooms, chutes and ancillary services are completed to *storeys* to be occupied,
 - (p) required fire fighting access routes have been provided and are accessible, and
 - (q) the *sewage system* has been completed and is operational.
- (4) Where a *registered code agency* has been appointed to perform the functions described in clause 4.1(4)(b) or (c) of the Act in respect of the *construction* of the *building*, the *chief building official* or a person designated by the *chief building official* shall issue the permit referred to in Sentence (2) after receipt of a *certificate for the occupancy of a building not fully completed* issued by the *registered code agency* in respect of the *building*.

1.3.3.2. Conditions for Residential Occupancy

- (1) A person may occupy or permit to be occupied a *building* intended for *residential occupancy* that has not been fully completed at the date of occupation provided that
 - (a) the building
 - (i) is of three or fewer storeys in building height and has a building area not exceeding 600m²,
 - (ii) has not more than 1 dwelling unit above another dwelling unit, has not more than 2 dwelling units sharing a common means of egress, and
 - (iii) has no accommodation for tourists,
 - (b) the following *building* components and systems are complete, operational and inspected:

- (i) required *exits*, handrails and *guards*, fire alarm and detection systems, and *fire separations*,
 - (ii) required exhaust fume barriers and self-closing devices on doors between an attached or built-in garage and a dwelling unit, and
 - (iii) water supply, sewage disposal, lighting and heating systems,
 - (c) the following *building* components and systems are complete, operational, inspected and tested:
 - (i) *water systems*,
 - (ii) *building drains* and *building sewers*, and
 - (iii) *drainage systems* and *venting systems*, and
 - (d) where applicable, the *building* conforms to Article 3.1.1.3 or 9.1.1.7. of Division B.
- (2) Sentence (1) does not apply in respect of the occupancy of a building to which Article 1.3.3.4. or 1.3.3.5. applies.