



City of Kingston Building Section
OCCUPANY CHECKLIST/GUIDE
HOUSING - PART 9

Form IP-11-1

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

Provided To: \_\_\_\_\_

EXTERIOR

- Parging
□ Weep holes in masonry at base of wall and over windows at 32" o/c (9.20.13.7)
□ Hose bibs with backflow preventors
□ Building envelope sealed at all exterior vents, pipes, windows, siding to brick etc.
□ HRV Inlet/Outlet pipes min. 2'-11" apart
□ Final grading done
□ Final backfill height vs. foundation type
□ Block 6" above grade or window wells
□ Deck complete including SG-7
□ Sticker applied at patio door (no deck)
□ Exterior lights at doors
□ Design for retaining walls higher than 1m.
□ Flashing at roof connections (9.26.4)
□ Roof vents
□ Vent terminal above roof min. 6"
□ Stair tread and riser, railings/guards
□ Handrail more than 3 risers
□ Landing secondary entrance more than 3 risers (9.8.4.2)

INTERIOR

- All dead bolts in place including between garage and dwelling (9.6.6.3, 9.6.8.8)
□ Lights over all entrances (9.34.2.1)
□ Door viewer/sidelight at door
□ Smoke alarms on each level interconnected (9.10.18.4)
□ 2nd SA if distance exceeds 15m
□ Carbon monoxide detectors at bedroom level (9.33.4.3)
□ Plumbing fixtures installed correctly (hot/cold)
□ Clean out on trap (sink drains)
□ Cleanout: Kitchen sink fixture drain after trap and every 6m
□ Handrails more than 2 risers
□ 3-way switches working (9.34.2.3)
□ Stairs and landings - 6'-5" headroom
□ One light per room or receptacle switched (9.34.2.2)
□ GFI washrooms/Kitchen (ESA Req't)
□ Wash basin/WC/Shower or tub
□ Fans operational and labelled; furnace circulation fan working independently
□ CSA approved fixtures (7.2.1.4)
□ 6 litre low flush toilets (7.6.4.2)
□ Attic hatch including seal-19 1/2" x 27 1/2"
□ Hot water available (9.31.4.3)
□ Clean outs in appropriate places (7.4.7.1)
□ Traps on all appliances (7.4.5.1)
□ Garage gas seal and door closer
□ No exposed wood ducts; bottom of R/A
□ Window forced entry requirements
□ Party wall intact/spatial completed (no windows with less than 1.2m to lot line)
□ Fire stopping (9.1.15.1(3))
□ Guards both sides stairs more than 2 risers 9.8.8.1.(3)
□ Underlay beneath ceramic tile
□ Grease filter for Kitchen HRV
□ Kitchen cabinets; protection above counter at 17 3/4" each side of range and no exposed wood adjacent/behind

BASEMENT

- Furnace BTU vs. design value
□ Posts fastened to beams
□ Strapping each side S/S beams
□ Insulation to minimum 2' B.G.
□ Drainage Layer if Insulation > 2'11" B.G.
□ Trap seal primer; floor drain (7.4.5.5)
□ 1 1/2" Vent for future Connections
□ Sump pump operational
□ BWV w/ flap
□ Blown insulation certificate posted, R value \_\_\_\_\_ Contractor \_\_\_\_\_
□ Vent in cold room, threshold and weather stripping
□ Eng. design provided coldroom slab
□ 3/4" supply to first branch to HWT
□ Blow off for HWT - 6-12" above floor
□ Thermostatic Mixing valves on HWT/fixtures
□ Pressure relief valve on HWT
□ Traps on all fixtures (7.4.5.1)
□ Ventilation system as per design
□ Plenum clearance to OBC and listing
□ Furnace switch operational
□ Shut offs accessible for all hose bibs
□ Cleanouts accessible
□ Sewage ejector pump with vent pipe

OTHER APPROVALS

- Use permit for septic system
□ ESA Final
□ Utilities approval for gas
□ Water meter tagged
□ Building Section: Survey received and checked at framing
□ Plumbing Final
□ HVAC Final
□ HRV balancing report
□ Outstanding issues on plan review letter
□ Outstanding issues on inspection record
□ Outstanding Engineer/Architect reports
□ Work orders cleared
□ Sound attenuation report per subdivision agreement
□ Well water test certificate
□ Well tagged
□ 911 sign or 911 address on dwelling

OTHER NOTES:

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Signed (First Inspection)

N/A = Not applicable = Not In Compliance

Recheck Date \_\_\_\_\_ By (Initial) \_\_\_\_\_

□ 3rd Inspection on \_\_\_\_\_ Rechecked By \_\_\_\_\_
□ Fee Received 3rd Visit; Permit No. \_\_\_\_\_ (Initial) \_\_\_\_\_