

# Residential Occupancy Permit Checklist

## OBC, Article 1.3.3.4, Division C

General Requirements	Complete
<b>Structure of the building or part, is substantially complete</b> <ul style="list-style-type: none"> <li>• structural members for dwelling unit: footings, foundations, framing (including exterior decks, porches, balconies)</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Building envelope with respect to dwelling unit is substantially complete (including but not limited to)</b> <ul style="list-style-type: none"> <li>• Cladding required on all sides</li> <li>• Assemblies requiring fire resistance rating</li> <li>• Roofing (including flashing)</li> <li>• Doors and windows</li> <li>• Required closures installed</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Insulation, vapour barriers and air barriers substantially complete</b> <ul style="list-style-type: none"> <li>• Insulation</li> <li>• Air barriers</li> <li>• Vapour barriers</li> <li>• Walls enclosing dwelling unit to be protected by a covering such as gypsum board, plywood, particleboard, OSB, waferboard or hardboard</li> <li>• Approved coverings for protection of foamed plastics</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Grading substantially complete</b> <ul style="list-style-type: none"> <li>• Site graded so water will not accumulate near the building</li> <li>• No adverse affect to adjacent properties</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Required electrical supply provided for the dwelling unit</b> <ul style="list-style-type: none"> <li>• Where services available, electrical facilities shall be provided</li> <li>• ESA certificate provided</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Required fire fighting access routes provided and accessible</b> <ul style="list-style-type: none"> <li>• Access to be provided to building by street, private roadway or yard</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Exits complete and operational for dwelling unit</b> <ul style="list-style-type: none"> <li>• One exit required</li> <li>• Sliding door permitted</li> <li>• Exit through garage acceptable if man-door to the exterior provided.</li> <li>• Resistance to forced entry measures in place</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Floor access and egress systems complete and operational for dwelling unit</b> <ul style="list-style-type: none"> <li>• Clear path required from any point in the dwelling unit to an exit</li> <li>• Stairs</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Handrails and Guards complete and operational for dwelling unit</b> <ul style="list-style-type: none"> <li>• Temporary guards must comply with OBC requirements</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<b>Fire Separations/ Smoke and C.O alarms Complete</b> <ul style="list-style-type: none"> <li>• Fire separation between units</li> <li>• Required fire stopping</li> <li>• Smoke/ C.O alarms installed in all applicable locations</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no

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<p><b>Exhaust fume barrier complete and operational between attached garage and dwelling unit</b></p> <ul style="list-style-type: none"> <li>Including self closing door, weather stripping, caulking, etc</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><b>Water supply and sewage disposal complete and operational</b></p> <ul style="list-style-type: none"> <li>Connection to a municipal drinking-water system or to a private drinking-water system</li> <li>Connection to a public sanitary sewer, combined sewer or a private sewage disposal system</li> <li>Proof of potable water</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><b>Lighting system complete and operational</b></p> <ul style="list-style-type: none"> <li>Exterior lights at entrances with switches in dwelling unit</li> <li>Lighting outlet with fixture controlled by a wall switch room and spaces</li> <li>Bedrooms and living room may have receptacle controlled by wall switch</li> <li>Stairways lit with 3-way switch at head and foot (exception – single switch permitted for basement stairs that do not lead to finished space basement, an outside entrance or built-in garage.</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><b>Heating system complete and operational</b></p> <ul style="list-style-type: none"> <li>ensure fuel supply</li> <li>ensure appliance is sized sufficiently</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><b>Water system, building drain &amp; building sewer and drainage &amp; venting system complete, operational and tested</b></p> <ul style="list-style-type: none"> <li>Hot and cold water</li> <li>Water test (at rough-in)</li> <li>Air test (at rough-in)</li> <li>Ball test</li> <li>Final test optional (requires every fixture in place)</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><b>Required plumbing fixtures substantially complete and operational</b></p> <ul style="list-style-type: none"> <li>Kitchen sink, lavatory, bath tub or shower &amp; water closet shall be provided</li> <li>Laundry facilities or a space for laundry facilities provided</li> <li>Floor drain to be installed in basement</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p><b>Radon Protection required</b></p> <ul style="list-style-type: none"> <li>Town of Elliot Lake</li> <li>Township of Faraday</li> <li>Township of Hyman</li> <li>Floors on grounds require soil gas control rough in installed according to 9.13.4 Div B, OBC</li> </ul>	<input type="checkbox"/> yes <input type="checkbox"/> no