

# Residential Occupancy Permit Checklist

## OBC, Article 1.3.3.4, Division C

General Requirements	Complete	Comments
<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</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> </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> </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> </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	

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## OBC, Article 1.3.3.4, Division C

General Requirements	Complete	Comments
<b>Fire Separations Complete</b> <ul style="list-style-type: none"> <li>• Fire separation between units</li> <li>• Required fire stopping</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Exhaust fume barrier complete and operational between attached garage and dwelling unit</b> <ul style="list-style-type: none"> <li>• Including self closing device, weather stripping, caulking, etc</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Water supply and sewage disposal complete and operational</b> <ul style="list-style-type: none"> <li>• Connection to a municipal drinking-water system or to a drinking-water system</li> <li>• Connection to a public sanitary sewer, combined sewer or a private sewage disposal system</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Lighting system complete and operational</b> <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	
<b>Heating system complete and operational</b> <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	
<b>Water system, Building drain &amp; building sewer and Drainage &amp; venting system complete, operational and tested</b> <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	
<b>Required plumbing fixtures substantially complete and operational</b> <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	
<b>Radon Protection required</b> <ul style="list-style-type: none"> <li>• Town of Elliot Lake</li> <li>• Township of Faraday</li> <li>• Township of Hyman</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## **Definitions**

***Dwelling Unit*** means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living sleeping and sanitary facilities

***Substantially Complete*** means when construction is sufficiently complete in general conformance with the approved plans so that the building can be occupied for the use for which it is intended.

## **OBC references and Notes**

**Structure of the building or part:** 9.15.; 9.17.; 9.20.; 9.23.; 9.24.;

**Building envelope:** 9.27.9.; 9.28.; 9.20. or Part 5; 9.10.14.; 9.26.; 9.6.; 9.7.; 9.9.6.7.; 9.10.13.; Part 12

**Insulation, vapour barriers and air barriers:** 9.25.2.; 9.25.3.; 9.25.4.; 9.10.17.10.; 9.25.2.3(7).; 9.25.2.3.(8); Part 12

**Grading:** 9.14.6.1.(1)

**Electrical supply:** 9.34.1.2.

**Fire fighting access:** 9.10.20.3.(1).

**Exits:** 9.9.9.; 9.9.6.4.(2); 9.9.7.5.; 9.6.4.1.

**Floor access and egress systems:** 9.9.9.1.; 9.8.1. - 9.8.6.

**Handrails and Guards:** 9.8.7.; 9.8.8.

**Smoke alarms and carbon monoxide detectors:** 9.10.19.; 9.33.4.

**Fire Separations:** 9.10.9.; 9.10.9.14.; 9.10.16.

**Fire stopping:** 9.10.16

**Exhaust fume barrier between attached garage and dwelling unit:** 9.10.13.15.

**Water supply and sewage disposal:** 7.1.5.3.; 7.1.5.1.

**Lighting system:** 9.34.2.1.(1); 9.34.2.2.(1).; 9.34.2.2.(2).; 9.34.2.3.(2).&(3)

**Heating system:** 9.32.3.2.(1); 9.32.3.3.(1)

**Water System:** 7.6.

**Building drain and building sewer:** 7.4.;

**Drainage system and venting system:** 7.4; 7.5; 7.3.6.1.(5); 7.3.6.2. - 7.3.6.7.

**Required plumbing fixtures:** 9.31.4.1.; 9.31.4.2.; 9.31.4.4.

**Radon Protection:** 9.1.1.7.(a).,(b).& (c)