



## Required Occupancy Documents

Building Permit Number
Address

<b>Documents</b> (CBO/Inspector confirms if Required, Permit Holder confirms if Provided)	<b>Required</b>	<b>N/A</b>	<b>Provided</b>
<b>Final Site Review Report/Occupancy Letters:</b>			
Site Servicing/Civil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soils Engineer (Radon)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Architect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mech. Engineer (HVAC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mech. Engineer (Sprinkler and Standpipe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mech. Engineer (Plumbing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Engineer (Fire Alarm, Emergency Power/Lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HVAC/Plumbing/Commercial Cooking Systems:</b>			
* Tests and reports shall be reviewed by the consultants; Smoke test and balloon test to be witnessed by Municipal Inspector			
Start-up and commissioning report for HVAC equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air balancing report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backflow prevention & chlorinization test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backflow prevention device tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate (letter) for Kitchen hood ventilation and suppression per NFPA 96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Septic approval and well water test certificate	<input type="checkbox"/>	Region	<input type="checkbox"/>
		Municipality	<input type="checkbox"/>
<b>Sprinklers/Hydrants/Standpipe Systems:</b>			
* Flow test for standpipe system to be witnessed by Municipal Inspector			
Material and Test Certificates for below ground piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material and Test Certificates for above ground piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's fire pump shop test and results of a field acceptance test, per NFPA 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydrant flow test as per NFPA 291	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material and Test Certificates for below ground standpipe systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material and Test Certificates for above ground standpipe systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Alarm/Emergency Power Systems/Fire and Life Safety Systems:</b>			
* System tests to be witnessed by Municipal Inspector			
Fire alarm verification report as per CAN/ULC-S536 or CAN/ULC-S537 (with Audibility, Zone, Stages, and Device/Specs Report; Last Occupancy/Construction complete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ULC monitoring certificate as per CAN/ULC-S561	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioning and integration report as per CAN/ULC S-1001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety Plan	<input type="checkbox"/>	Submit as per OFC section 2.82	<input type="checkbox"/>

## Required Occupancy Documents (Continued...)

<b>Documents</b> (CBO/Inspector confirms if Required, Permit Holder confirms if Provided)	<b>Required</b>	<b>N/A</b>	<b>Provided</b>
<b>General Approvals:</b>			
Seismic Systems Commissioning (Structural)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Anchor Install	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generator, Fire Access Route	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green Roof Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass Guard Load Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outside Agency Approvals:</b>			
TSSA - Inspection acceptance certificate for elevating devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas Authority - Inspection acceptance for gas appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESA Electrical Safety Authority - Inspection acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Health approval ( x-ray, Childcare, Long Term Care facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Documents:</b>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Note: The Permit Holder is responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Notifying the CBO or designate inspector once the project is ready for the Occupancy Inspection.</li> <li>2. Consulting with the inspector upon request for the 'Required' documents that apply to the project.</li> <li>3. Completing this form with the relevant approval documents, and submitting prior to inspection.</li> </ol> <p>This list does not limit the municipality's right to request further doc. under 18(1) of the Building Code Act.</p> <p>Notice of completion must be submitted prior to occupying the newly constructed space or part of, once all applicable inspectors pass occupancy inspections an occupancy permit will be issued under the appropriate Article of Division C. (Section 1.3.3.)</p>			

The information contained in this form, attached documents, attached reports, attached tests, and attached certificate (letters) is true to the best of my knowledge.  
 If the owner is a corporation or partnership, I have authority to bind the corporation or partnership.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Date*

<b>Inspectors Comments</b>	
Inspection by:	Date: