

**OAA Part 3, Alterations Checklist  
(For Group A-2, D, E or F Occupancies)**

|  |               |                 |
|--|---------------|-----------------|
| Drawings Reviewed: (titles plus dates) | Project Name: | Project Number: |
|  | Review By:    | Date:           |
|  | Approved By:  | BCDN:           |

**Legend:**  N Not required     R Required     C Confirm requirements or construction detail(s)     RC Review completed and item indicated on documents

This checklist is intended to assist architects in a review of code requirements to be considered in the preparation and review of documents to support a permit application. A simple review of the checklist is not a substitute for a thorough review of the OBC. Modify the checklist to note applicable code requirements for the project.

| 1 GENERAL |   | OBC Reference(s)     |
|-----------|---|----------------------|
| a         | Occupancy classification  | 3.1.2                |
| b         | Change in major occupancy / change in Use   | 2.4.1.1, 3.15 & 11.4 |
| c         | Professional design (if YES, Part 3 General Checklist and review Part 10, 11 review required) | (2.1.1.7) & 11.4     |

| 2 EXISTING BUILDING REQUIREMENTS (applicable to "occupancy") |   |                         |            |
|--|---|-------------------------|------------|
| a  | Classification:                                     | No. of streets:         |            |
| b  | Construction:<br>[F.S.R.: Wall-150, Ceiling-25 Max] | Comb:                   | Non-comb:  |
| c  | Fire rated assembly above                           | Hours:                  | Design no. |
| d  | Fire rated assembly below                           | Hours:                  | Design no. |
| e  | Sprinklered   | (DWG's may be required) |            |
| f  | Fire alarm  | (DWG's may be required) |            |
| g  | Standpipe   | (DWG's may be required) |            |
| h  | Distance between exits                              | 3.4.2.3                 |            |
| i  | Public corridor                                     | 3.3.1.9                 |            |

| 3 MEZZANINE |                           |                   |                                      |
|-------------|---------------------------|-------------------|--------------------------------------|
| a           | Mezzanine aggregate area: | m <sup>2</sup> ,  | Suite area: m <sup>2</sup> , MEZZ[%] |
| b           | Mezzanine:                | Storey            | Not a Storey 3.2.1.1.(3) to (8)      |
| c           | Vertical fire separation  | 3.2.8.1 & 3.2.8.2 |                                      |
| d           | Egress facilities         | Exits             | 3.3.1.5.(2) to (4) & 3.4.2.2         |

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|   |                          |       |            |
|---|--------------------------|-------|------------|
| e | Mezzanine rating         | Hours | Design no: |
| f | Stairs, landings, guards |       | 3.4.6      |

**4 OCCUPANCY REQUIREMENTS [General]**

|   |   |                        |                |                      |
|---|---|------------------------|----------------|----------------------|
| a | Area:   | m <sup>2</sup>         | Occupant Load: | 3.1.16               |
| b | Doorway from each suite into public corridor, exterior passageway or exterior exit door |                        |                | 3.3.1.3.(8)          |
| c | Access to 2 separate exits  |                        |                | 3.3.1.3.(9)          |
| d | No. of egress from the suite and travel distance  |                        |                | 3.3.1.5 & 3.3.1.6    |
| e | Door swing & width  |                        |                | 3.3.1.10 to 3.3.1.12 |
| f | Capacity of access to exits   |                        |                | 3.3.1.16             |
| g | Electromagnetic locking d(Not permitted – panic hardware, F1)                           |                        |                | 3.3.1.12.(10)        |
| h | Emergency lighting  |                        |                | 3.2.7.3 & 3.2.7.4    |
| i | Exit signs  |                        |                | 3.4.5                |
| j | Plumbing facilities   |                        |                | 3.7.4                |
| k | X-ray installations – Ministry of Health/Labour   |                        |                | Letter / 3.7.5.3     |
| l | Barrier free requirements   |                        |                | 3.8                  |
| m | Suite entrance  | Vestibule (Dimensions) |                | 3.8                  |
| n | Washrooms required  | Layout (Dimensions)    |                | 3.8                  |
| o | Latchside clearances on doors with closures   |                        |                |                      |

**5 FIRE SEPARATIONS**

|   |  |                                     |                            |
|---|--|-------------------------------------|----------------------------|
| a | Between occupancies                          | [Major occupancy F.S. & Suite F.S.] | 3.1.3.1, 3.1.3.2 & 3.3.1.1 |
| b | Public corridor                              | F.S. [If glass door – Latch detail] | 3.3.1.4 & 3.1.8.13         |
| c | Service rooms (boiler, mech), janitors rooms |                                     | 3.6.2 & 3.3.1.20           |
| d | Shaft  |                                     | 3.6.3                      |
| e | Fire stopping                                |                                     | 3.1.11.2 to 3.1.11.7       |

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|   |                |         |
|---|----------------|---------|
| f | Storage garage | 3.3.5.6 |
| g | Repair garage  | 3.3.5.5 |

**A-2: [FOR SCHOOLS USE PART 3 GENERAL CHECKLIST]**

|   |   |                              |
|---|---|------------------------------|
| a | Restaurant > 30 seats [A-2]   | 3.1.2.6                      |
| b | Dept of Health approved drawings (co-ordinate)                      |                              |
| c | Design occ. load > table 3.1.16. A, seating layout required.        |                              |
| d | Licensed establishment restaurant occ. load > 150, Fire alarm       | 3.2.4.1.(2) (g)              |
| e | Food premises   | 3.7.6                        |
| f | Occ. load > 300, fire alarm & signal to fire dept.                  | 3.2.4.1 & 3.2.4.7            |
| g | Occ. load > 100, panic hardware / fire exit hardware                | 3.3.2.6, 3.4.6.15            |
| h | Restaurant seating > 40, staff washroom [min. 2.33 m <sup>2</sup> ] | 3.7.4.3.(7) &<br>3.7.6.6.(2) |
| i | Washroom locations: indirect access, in restaurant or within 45m td | 3.7.6.3                      |
| j | Handwashing lavatory for employees                                  | 3.7.6.4.(1)                  |
| k | Exemption for retail food premises                                  | 3.7.6.4.(3)                  |
| l | If dead-end corridor, 2 <sup>nd</sup> egress not in dead-end        | 3.3.1.9.(8)                  |
| m | Wheelchair spaces in seating area                                   | 3.8.2.1.(4)                  |

**D,E,F -2 AND F- 3**

|   |   |                                |
|---|---|--------------------------------|
| a | Dead-end public corridor max 9m, occ. load = 30 max; self closing doors | 3.3.1.9.(11).(12).<br>(13).(a) |
|   | Or  |                                |
| b | Second egress not leading into the dead-end                             | 3.3.1.9.(11).(12).<br>(13).(b) |
| c | Cutting/welding other than in F: 1hr F.S. / auto extinguishing system   | 3.3.1.24                       |
| d | Occ. load > 300 total or > 75 above or below first storey, fire alarm   | 3.2.4.1.(2) (d) (h)            |

**F-1**

|   |  |                       |
|---|--|-----------------------|
| a | Occ. load > 25, fire alarm & signal to fire dept | 3.4.2.1.(j) & 3.2.4.7 |
| b | Automatic fire extinguishing system              | 3.3.5.2               |

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|   |   |                                |
|---|---|--------------------------------|
| c | Minimum 2 egress [ $>15m^2$ ]                       | 3.3.1.5.(1).(a)                |
| d | Panic hardware on exit doors / fire exit hardware   | 3.4.6.15.(2).(c)               |
| e | Electromagnetic locking devices not permitted       | 3.3.1.12.(3) &<br>3.4.6.15.(4) |
| f | Travel distance maximum                             | 3.4.2.5.(1).(a)                |
| g | If dead-end corridor, second egress not in dead-end | 3.3.1.9.(14)                   |

**ADDITIONAL REQUIREMENTS FOR HAZARDOUS MATERIALS**

|   |   |                                |
|---|---|--------------------------------|
| a | Refer to fire code requirements   | 3.3.1.2                        |
| b | No volatiles in the basement  | 3.3.5.3                        |
| c | Flammable liquids    Quantity:                      L:                      Flashpoint:                      C: | Fire Prevention                |
| d | Cabinet Storage:    Quantity:                      L:   | Fire Code                      |
| e | MSDS (material safety data sheet) may be required   | Occupational Health and Safety |
| f | Room                      F.S.                      Hr. Density:                      L/m                       | Fire Code                      |
| g | Closures:                      Hr.                      Curb at door  | Fire Code                      |
| h | Chemical catchment tank [Co-ord. With Plumb.]   |                                |
| i | Explosion venting                                      Vent area: $m^2$   | Fire Prevention                |
| j | Release pressure: $kN/m^2$ , Structural review for walls & / slab(s)  |                                |
| k | Paint spray room [co-ord with mech.]  | Fire Code                      |
| h | Dept. of labour approval required   |                                |