# Occupancy and Final Inspection Guide

The interior and the exterior of the dwelling are inspected to ensure that the building is safe and suitable for occupancy. The occupancy inspection is necessary for the Occupancy Permit to be issued. Article 1.3.3.4. Division C, Part 1 of the Building Code makes occupancy of a dwelling illegal without an Occupancy Permit first being issued.

**When must an inspection be requested**

The occupancy inspection is requested prior to occupancy of any portion of a dwelling and usually coincides with the heating and plumbing final inspections. When you request an occupancy inspection the building inspector will review your construction for compliance with the building, heating and plumbing requirements of the Building Code and your permit documents.

**What is involved during an inspection**

A provincially qualified building inspector reviews the building for compliance with the occupancy provisions of the Ontario Building Code. The following is a list of the major areas that are inspected.

- Stairs
- Handrails
- Guards
- Wall, ceiling and floor finishes
- Building envelope
- Firefighting access routes
- Doors
- Windows
- Fire protection-smoke alarms, carbon monoxide detectors, fire separations
- Exits and access to exits
- Exhaust fume barriers for attached garages
- Electrical, heating and plumbing facilities
- Protection of foam plastics

The construction progress, including Building Code deficiencies, are documented on a Field Inspection Report issued by the building inspector immediately after the site inspection.

An Occupancy Permit will be issued to you upon satisfactory completion of the above items.

## How to prepare for the inspection

A review of the construction prior to the inspector's arrival can help to ensure a smooth flow in the construction of your project. A checklist of the most common Building Code deficiencies found while performing occupancy inspections follows.

## How to request an inspection

Inspections are requested online through the Cloudpermit portal.

## Looking ahead

This may be the last inspection, or a final inspection may be required if the building is not substantially complete.

## Occupancy Inspection Checklist

This checklist identifies the most common Ontario Building Code deficiencies found while performing an occupancy inspection. Use this checklist as a guide to reduce delays associated with Building Code deficiencies. Not all Building Code requirements are included in this checklist.

### General

- ☐ Check for items not inspected at the framing and insulation stage.

### Stairs

- ☐ Comfortable rise, tread and width in any one flight. (check rise at floors with ceramic, porcelain type tile)
- ☐ A minimum of 1.9 m headroom.
- ☐ The landing is as wide and as long as the width of stairs in which they occur.
- ☐ One set of winders between floor levels and with a maximum angle of $90^0$ per winder and $30^0$ per individual tread.

### Handrails

- ☐ Handrail height between 865 mm and 965 mm above tangent through nosing.
- ☐ Sound structural attachment of handrail to the wall.
- ☐ Handrail is provided on interior stairs with 3 or more risers and exterior stairs with more than 3 risers

### Guards

- ☐ Guard height for stairs not less than 900 mm
- ☐ Guard height for landings within dwelling not less than 900 mm and 1070 mm for exterior guards.
- ☐ Height for exterior guards not less than 900 mm when floor surface is not more than 1800 mm above the finished ground and 1070 when more than 1800 mm above finished grade

- Openings in a guard are to prevent the passage of a spherical object having a diameter of 100 mm.
- Guards are constructed to be strong enough to provide protection from falling under normal use.
- Temporary guards and handrails are not permitted

**Wall, Ceiling and Floor Finishes**

- Maximum flame spread rating is 150.
- Water resistant type flooring in bathrooms, kitchens and laundry areas.
- Certificate describing the ceiling insulation type and quantity is fixed to the attic access hatch and signed by the installer.

**Doors**

- Entrance doors and doors between an attached garage and the dwelling incorporate resistance to forced entry requirements.

**Windows**

- At least one window, operable from the inside, without the use of tools has been installed on each floor level containing a bedroom.
- Windows within 2 m of ground level are approved for resistance to forced entry.

**Fire Protection**

- Interconnected smoke alarms installed on each floor and sleeping room.
- Complete gas proofing of walls between garage and dwelling. Tape and seal all gypsum board, caulk joint between foundation wall and gypsum board, and caulk around pipes, wires through wall and seal mortar joints in masonry units. Door from the garage to the dwelling is equipped with weather-stripping and self-closing device.
- Foamed plastics protected with thermal barrier

**Electrical and Plumbing Facilities**

- One sink, water closet and bathtub/shower are operational.
- Exterior lighting at stairs and every entrance.

**Building Envelope**

- Cladding, roofing, window, doors, insulation, fire-resistance ratings, closures are complete.