

Residential Occupancy Permit Checklist

OBC, Article 1.3.3.4, Division C

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

Residential Occupancy Permit Checklist

OBC, Article 1.3.3.4, Division C

General Requirements	Complete	Comments
Fire Separations Complete <ul style="list-style-type: none"> • Fire separation between units • Required fire stopping 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exhaust fume barrier complete and operational between attached garage and dwelling unit <ul style="list-style-type: none"> • Including self closing device, weather stripping, caulking, etc 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Water supply and sewage disposal complete and operational <ul style="list-style-type: none"> • Connection to a municipal drinking-water system or to a drinking-water system • Connection to a public sanitary sewer, combined sewer or a private sewage disposal system 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lighting system complete and operational <ul style="list-style-type: none"> • Exterior lights at entrances with switches in dwelling unit • Lighting outlet with fixture controlled by a wall switch room and spaces • Bedrooms and living room may have receptacle controlled by wall switch • 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. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Heating system complete and operational <ul style="list-style-type: none"> • ensure fuel supply • ensure appliance is sized sufficiently 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Water system, Building drain & building sewer and Drainage & venting system complete, operational and tested <ul style="list-style-type: none"> • Hot and cold water • Water test (at rough-in) • Air test (at rough-in) • Ball test • Final test optional (requires every fixture in place) 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Required plumbing fixtures substantially complete and operational <ul style="list-style-type: none"> • Kitchen sink, lavatory, bath tub or shower & water closet shall be provided • Laundry facilities or a space for laundry facilities provided • Floor drain to be installed in basement 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Radon Protection required <ul style="list-style-type: none"> • Town of Elliot Lake • Township of Faraday • Township of Hyman 	<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)