



RESIDENTIAL OCCUPANCY INSPECTION GUIDE

Under the Ontario Building Code Act, no person shall occupy or use a building **OR** part of a building until the requirements of the building code are met.

Issuance of occupancy is determined by the completion of all life safety devices and services required by the Ontario Building Code.

The general requirements to permit occupancy can be found in the following checklist (Please note: Some requirements may vary based on origin of permit).

Life Safety Devices

- ☐ **Smoke alarms** (Requirements may vary depending on age of permit):
 - Provided on every storey including crawl spaces
 - Located in each bedroom and hallways leading to sleeping areas
 - Are interconnected with all other smoke alarms and in working order
 - Contain a visual signaling component
- ☐ **Carbon monoxide detectors** (may be integrated with smoke alarms):
 - Located adjacent to sleeping areas
 - Located near solid fuel burners
- ☐ **Handrails and guards:**
 - Handrails provided for interior stairs greater than 2 risers and exterior stairs greater than 3 risers (Located between 34-38")
 - Guards are provided for elevations greater than 24" (Min. height for interior guards is 36", exterior guard height may vary)
- ☐ **Fume proofing:**
 - Habitable areas adjacent to an attached garage are caulked and sealed
 - Self closing device is provided for interior doors leading to an attached garage and is in working order
- ☐ **Protection of foamed plastics**
 - ICF or other foamed plastics are covered with a sufficient material as per the OBC

Access and Lighting

- ☐ **Each entrance into a dwelling unit:**
 - Has a deadbolt installed
 - Is provided with a door viewer or transparent glazing/side light
- ☐ **Lighting:**
 - Lighting fixture provided at every entrance controlled by an interior wall switch
 - Lighting provided for every stairway with 3-way wall crawl switches at the top and bottom
 - Lighting for basements, crawl spaces, garages and all habitable areas as required by the Ontario Building Code

Services

- ☐ **All services are complete, operational and inspected including:**
 - Water supply,
 - Building drains and sewage disposal,
 - Plumbing fixtures and their drainage/venting systems, and
 - Heating and ventilation systems

Paperwork

- ☐ **Potable Water report**
- ☐ **Electrical Safety Authority (ESA) Final report**
- ☐ **Confirmation of Payment of deferred Development charges**
- ☐ **Tag for blown-in/spray foam insulation**
- ☐ **WETT report for wood stoves**
- ☐ **Septic final use permitted**