OCCUPANCY INSPECTIONS

Why is an occupancy inspection conducted?

The interior and the exterior of the dwelling is 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. While 48 hours notice is required prior to the date of inspection, we strive to provide the best service possible and a next day service can usually be achieved to facilitate your construction schedule.

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.

What can I do before the inspection?

Your involvement in the inspection process is critical. A review of the construction prior to the inspector's arrival can help to ensure a smooth flow in the construction of your project. To help you achieve this, we have assembled a checklist of the most common Building Code deficiencies found while performing inspections. Please refer to the reverse side of this Information Sheet to complete the checklist.

How do I request an inspection?

Permit Inspection Request Line (PIRL)

PIRL is an interactive voice response system for builders, contractors, owners, owner's representatives, and permit holders, to schedule, cancel, reschedule, and obtain building inspection results 24 hours a day, 7 days a week.

Access the PIRL system 24 hours a day, 7 days a week on any touch-tone phone. Call 905-475-4850 and follow the simple instructions. For a detailed overview of what the system offers, please visit www.markham.ca/building.When requesting an inspection you will need the following information with you:

1. Building permit no.
2. Project address
3. Date inspection required
4. Contact name and phone no.
5. Provide further comments (optional)

Looking ahead ➲

This is the last or final inspection.

'This is one in a series of Information Sheets published specifically for homeowners and builders, for use as a guide to residential building inspections'

OCCUPANCY INSPECTIONS

This checklist identifies the most common Ontario Building Code deficiencies found while performing an occupancy inspection. Use this checklist as a guide during construction, and reduce your costs associated with the repair of Building Code deficiencies. Not all Building Code requirements could be included in this checklist.

Prior to calling for an inspection, verify that the relevant items have been completed satisfactorily. While some items may not apply to your project, please consider each one carefully. Indicate '☑' as completed or '☒'as not applicable in the box adjacent to the construction item.

General

- ☐ Check for items not inspected at the framing and insulation stage. (access to the basement was not available at these inspection stages)
- ☐ A revision for the heating system will be required for finished basements.

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 90º per winder and 30º per individual tread.

Handrails

- ☐ Handrail height between 865 mm and 965 mm above tangent through nosings.
- ☐ 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, refer to Builder Tip #5 for additional requirements.
- ☐ 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 bath tub/shower operational.
- ☐ Exterior lighting at stairs and every entrance.

Building Envelope

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