

# Residential Occupancy Checklist

Prior to booking your occupancy inspection for a residential building please ensure that you have provided the following documents and the requirements under the Ontario Building Code have been met. Once these requirements have been met, please contact the Building Information Officer at [permits@southglengarry.com](mailto:permits@southglengarry.com) or 613-347-1166 Ext; 2205 to book the inspection with 48 hours notice.

## Required:

1	Entranceway installed in accordance with issued permit (culvert size/length/location)	
2	Civic blade and post installed as per by-law 24-2020	
3	All required inspections prior to occupancy have been completed and passed	

## Required Documents:

1	ESA Certificate	
2	HRV Balancing Report	
3	Sewage System Compliance Certificate or Final inspection report for water & sewer permit	

## Occupancy requirements under the Ontario Building Code:

1	Construction of dwelling unit(s) is substantially completed	
2	Installation of the following are substantially complete: Cladding, roofing, windows, doors, assemblies requiring fire resistance ratings, closures, insulation, vapour barriers, air barriers, and other portions of the building envelope.	
3	Required Electrical Supply is provided for the dwelling unit	
4	Any required firefighting access routes to building have been provided and are accessible (civic blade and post installed as per by-law 24-2020)	
5	The Following are complete and operational: Required exits, floor access/egress systems, handrails, guards, smoke alarms, CO alarm, fire separations (including but not limited to fire stops), required exhaust fume barriers, self closing devices on doors to garages, water supply, sewage disposal, lighting, heating systems, protection of foamed plastics required by Article 9.10.17.10 of Division B of the OBC	
6	The following are complete, operational, and tested: Water system, building drain and building sewer, drainage system, and venting system	
7	Plumbing fixtures are substantially complete and operational	
8	Where applicable the building conforms to Article 9.1.1.7 of Division B (radon gas)	