

# Occupancy Permit Guide

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An Occupancy Permit is needed for every new home, mobile home or addition after a Building Permit is issued. Moving prior to a final Inspection is not permitted. New houses should be completed and final inspected within two years, every other Building Project should be completed and final inspected within one year after a Building Permit is issued. The fee for the first and additional Inspections is \$50.00 each.

## Final Inspection Checklist

*Not all items on this list may apply to every project and items to be checked might not be limited to this list*

### PERMITS AND PLANS

- The Permit Information is correct
- All drawings, engineered plans etc. are filed with the office

### EXTERIOR (Decks, Stairs and Walkways)

- All deck material is treated or naturally resistant to decay
- Proper fasteners for pressure treated, fire-retardant-treated wood
- Ledgers for decks are bolted to the structure properly
- All stairs are provided with illumination
- Stair riser height and tread width
- Handrails and guards of proper height

### INTERIOR

- Ventilation – fans c/w principal exhaust fan timer
- Hot water tanks: seismic restraints (top and bottom), expansion, trap primers, vacuum breaker
- Dryer duct to be non-combustible

### ATTICS

- attic access where required and located in accessible areas
- Proper insulation and thickness is installed

### CRAWL SPACE

- Ventilation is unobstructed
- ventilation provides a supply and returns air or connect with a principal exhaust fan via transfer grill and provides make-up air
- Vapour barrier is installed correctly and has proper thickness
- Insulation is installed against the bottom of the floor
- Height

### SMOKE ALARMS

- are properly placed and installed
- Smoke alarms on every floor between sleeping & living quarter

## WINDOWS and GLAZING

- Windows sills are proper height
- Safety glazing installed in hazardous locations

*Before booking a final inspection, please verify that relevant items have been completed satisfactorily.*

*The following tables asks some Questions. Please consider each one carefully if it applies to your project.*

## GENERAL

1. Check for items which were not inspected at the framing and insulation stage.
2. A revision for the heating systems will be required for finished basements.

## STAIRS

1. Comfortable rise, tread and width in any one flight. Check rise at floors with ceramic tile.
2. A minimum of 1.9 m (6' 5") headroom.
3. The landing is as wide and as long as the width of stairs in which they occur.

## HANDRAILS

1. Height between 80 cm (2' 8") and 90 cm (3').
2. Sound structural attachment of the handrail to the wall.
3. Are provided on stairs with three or more risers.

## GUARDS / GUARD RAILS

1. The height for stairs is not less than 80 cm (2' 8")
2. Openings in a guard are to prevent the passage of a spherical object having a diameter of 10 cm (4").
3. Are constructed to be strong enough to provide protection from falling under normal use.
4. Plywood on door openings without permanent guards, decks, balconies, etc.

## WALLS, CEILING AND FLOOR FINISHES

1. The Maximum flame spread rating is 150
2. A Water resistant type flooring in bathrooms, kitchens and laundry areas

## WINDOWS

1. At least one window is operable from the inside without the use of tools and has been installed on each floor level containing a bedroom

## FIRE PROTECTION

1. Interconnected smoke alarms are installed on each floor between sleeping and living quarters

## ELECTRICAL AND PLUMBING FACILITIES

1. One operational sink and water closet
2. Exterior lighting at every entrance