



Town of Bradford West Gwillimbury
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REQUEST TO OCCUPY AN UNFINISHED BUILDING

The Ontario Building Code, Division C, Part 1, Sentence 1.3.3.1.(1) requires that a person obtain written authorization from the chief building official or designate to permit occupancy of a building or part thereof that has not been fully completed at the date of occupation. To facilitate your request, please review and provide us with the following information:

Scope of Occupancy Requested

Building Permit # _____

Municipal address _____

This request is being submitted for the issuance of a Certificate of Occupancy for the following areas of the building;

Floors to be occupied: _____ and/or

Areas to be occupied: _____

For areas of a floor to be occupied, please attach an 8 ½" x 11" floor plan of the building area to be occupied and the location of any barricades to prevent access to parts of the building under still construction.

The scheduled date for occupancy is: _____ Please note, to facilitate the testing of life safety systems and to rectify deficiencies, the occupancy inspection by the building inspector must occur a minimum of 5 business days prior to the scheduled date for occupancy.

General Review Report Status

Prior to approving the occupancy of a building, the following general review, specialists, consultants and agencies test reports must be submitted and reviewed by the Building Standards Department. Should any report not be submitted or approved, occupancy approval may be delayed. Some projects may not include the scope of work listed. Please contact the consultants involved to ensure their reports are current and are void of Building Code deficiencies.

Architect general review reports	Structural steel, metal deck and joist reports
Structural general review reports	Reinforcing steel reports
Mechanical general review reports	Precast concrete reports (wall and/or floor panel)
Electrical general review reports	Wood truss erection reports
Site servicing general review reports	Water system disinfection report
Geotechnical/soil reports (bearing capacity)	Concrete compressive strength reports

Construction Completion Status

Prior to approving the occupancy of a building or part thereof, the building inspector will review the floor/area you have requested for occupancy. Please ensure the construction of the building and the area to be occupied complies with the following criteria.

- 1. The structure of the building, or part thereof is completed to the roof.** *Reports have been submitted from the structural review engineer and independent inspection and testing agencies confirming the structural adequacy of the area of the building to be occupied. These reports include; soil bearing capacities, structural steel and precast fabrication and erection final reports, reinforcing steel inspection final reports. Final reports do not contain deficiencies. Caution: work to be performed on any structural element in an area not requested for occupancy cannot have an effect on the occupied area.*
- 2. The enclosing walls of the building, or part thereof are completed to the roof.** *The balcony guards are completed. Final precast panel, glass curtain wall system, exterior insulation finish system and masonry wall inspection reports have been submitted to the Building Inspector.*
- 3. Walls enclosing the space to be occupied are completed.** *Permanent guards, filler panels and walls are installed on all floors. All operable windows in suites in a residential building are equipped with latching devices and screens meeting the appropriate CGSB Standard. Guards are installed on retaining walls.*
- 4. Fire separations/closures are completed on all storeys to be occupied.** *Reports have been submitted for spray fireproofing verifying thickness, density and fire-resistance rating. Openings around ducts, pipes etc. in fire separations are sealed with an approved firestopping material.*

5. **Required exits completed and fire separated including all doors, door hardware, self-closing devices, balustrades/guards and handrails, from the uppermost floor to be occupied down to grade level and below, if any exit connects with lower stories.** *All stair enclosure shafts are completed. Permanent stairs, handrails and guards installed. Exterior passage from each exit to public thoroughfare with guards, hoarding and overhead protection provided. Installed electromagnetic locking devices are included with the permit documents and are de-energized or are approved for use.*
6. **Shafts including closures are completed to the floor-ceiling assembly above the storey to be occupied and have a temporary fire separation at such assembly.**
7. **Measures have been taken to prevent access to parts of the building and site that are incomplete or still under construction.** *Hazardous and unfinished areas are adequately barricaded and signed to prevent access by the public. Construction material removed from site. Incomplete construction remaining in the area requested for occupancy must be completed during non-business hours or when tenants, owners or members of the public do not occupy the area.*
8. **Floors, halls, lobbies and required means of egress are kept free of loose materials and other hazards.** *Construction material and equipment are removed from site while the area is occupied.*
9. **If service rooms should be in operation, required fire separations are completed and all closures installed.** *Service rooms do not contain construction equipment and materials.*
10. **All building drains, building sewers, water systems, drainage systems and venting systems are complete and tested as operational for the storeys to be occupied. Water service pipes (potable water) have been flushed and disinfected.** *Reports from an accredited testing laboratory have been submitted confirming 'no evidence of bacterial contamination'. Backflow prevention installed to prevent contamination of the potable water system.*
11. **Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied.** *Normal lighting levels and heating temperatures are in effect for the type of occupancy as provided for by the building code.*
12. **Required lighting in corridors, stairways and exits is completed and operational up to and including all storeys to be occupied.** *Emergency lighting operational.*

13. **Required standpipe, sprinkler, and fire alarm systems are complete and operational up to and including all storeys to be occupied, together with required pumper connections for such standpipes and sprinklers.** *Building inspector to witness test the sprinkler, standpipe, fire alarm and emergency power systems. Above and below ground test certificates for the sprinkler, standpipe and private hydrants submitted. Fire alarm verification and installation certificate submitted to the building inspector prior to the test.*
14. **Required fire extinguishers have been installed on all storeys to be occupied.** *Fire extinguishers have been installed the day of the occupancy inspection.*
15. **Main garbage rooms, chutes and ancillary services thereto are completed to storeys to be occupied.** *Fire separations completed, closures and sprinklers heads installed.*
16. **Required fire fighting access routes have been provided and are accessible.** *Access routes for fire department vehicles are located and constructed in accordance with the permit documents.*

As owner or on behalf of the owner (a professional), I am satisfied the building meets the requirements of the Ontario Building Code that apply to the occupancy of buildings under construction, and hereby request permission to occupy the building as described in this application.

Name of Applicant

Position

Date

Telephone No.

Email

All personal information this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Building Code Act, 1992*, S.O. 1992, c. 23 and will be used for the purposes of the administration and enforcement of the *Building Code Act, 1992*. Questions regarding this collection may be direct to the Chief Building Official, Town of Bradford West Gwillimbury, 305 Barrie Street Unit 4B, Bradford, ON, L3Z 2A9, Telephone 905-778-2055, Fax 905-778-2035.

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