



Residential Occupancy Permits

Township of The Archipelago
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Dear Ratepayer,

Before you can occupy your newly constructed residence (including cottages and sleeping cabins) you are required under the building code to obtain an occupancy permit. This occupancy permit is issued by the building department once your building has reached the minimum level of completion as set out in Division C - 1.3.3.4. of the Ontario Building Code.

Please refer to the attached excerpt from the Ontario Building Code to determine what you need to have completed to receive an occupancy permit.

Sincerely,

The Building Department

Source for Reference Material:
Ontario Regulation 332/12 – Building Code
Division C – 1.3.3.4.

1.3.3.4. Occupancy Permit — Certain Buildings of Residential Occupancy

- (1) No person shall occupy or permit to be occupied a *building* described in Sentence (3), or part of it, unless the *chief building official* or a person designated by the *chief building official* has issued a permit authorizing occupation of the *building* or part of it in accordance with Sentence (4).
- (2) This Article does not apply in respect of the *occupancy* of an existing *building*, or part of it, that has been subject to extension or material alteration or repair.
- (3) A *building* referred to in Sentence (1) is a *building* intended for *residential occupancy* that,
- is of three or fewer *storeys* in *building height* and has a *building area* not exceeding 600 m²,
 - has no accommodation for tourists,
 - does not have a *dwelling unit* above another *dwelling unit*, and
 - does not have any *dwelling units* sharing a common *means of egress*.
- (4) The *chief building official* or a person designated by the *chief building official* shall issue a permit authorizing occupation of a *building* described in Sentence (3), where,
- the structure of the *building* with respect to the *dwelling unit* to be occupied is substantially complete and ready to be used for its intended purpose,
 - the *building* envelope, including, but not limited to, cladding, roofing, windows, doors, assemblies requiring *fire-resistance ratings, closures, insulation, vapour barriers* and air barriers, with respect to the *dwelling unit* to be occupied, is substantially complete,
 - the walls enclosing the *dwelling unit* to be occupied conform to Sentence 9.25.2.3.(7) of Division B,
 - required electrical supply is provided for the *dwelling unit* to be occupied,
 - required firefighting access routes to the *building* have been provided and are accessible,
 - the following *building* components and systems are complete and operational for the *dwelling unit* to be occupied:
 - required *exits*, floor access and egress systems, handrails, *guards, smoke alarms, carbon monoxide alarms* and *fire separations*, including, but not limited to, *fire stops*,
 - required exhaust fume barriers and self-closing devices on doors between an attached or built-in garage and the *dwelling unit*,
 - water supply, sewage disposal, lighting and heating systems, and
 - protection of foamed plastics required by Article 9.10.17.10. of Division B,
 - the following *building* components and systems are complete, operational and tested for the *dwelling unit* to be occupied:
 - water system*,
 - building drain* and *building sewer*, and
 - drainage system* and *venting system*,
 - required *plumbing fixtures* in the *dwelling unit* to be occupied are substantially complete and operational, and
 - where applicable, the *building* conforms to Article 9.1.1.7. of Division B with respect to the *dwelling unit* to be occupied.
- (5) Where a *registered code agency* has been appointed to perform the functions described in clause 4.1(4)(b) or (c) of the Act in respect of the *construction* of a *building* described in Sentence (3), the *chief building official* or a person designated by the *chief building official* shall issue the permit referred to in Sentence (4) after receipt of a *certificate for the occupancy of a building described in Sentence 1.3.3.4.(3) of Division C* issued by the *registered code agency* in respect of the *building*.

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