



Occupancy Inspections

This inspection guide answers common questions and provides a checklist of deficiencies.

Why is the occupancy of the dwelling inspected?

The interior of the dwelling is inspected to ensure that the building is safe and suitable for occupancy.

When must an inspection be requested?

The interior final (occupancy) inspection is requested prior to occupancy of any portion of a dwelling and usually coincides with the heating final inspection. You may request these inspections simultaneously, if the construction is completed. 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 certified building inspector reviews the building for compliance with the occupancy provisions of the Ontario Building Code. The following is a list of the 8 major areas that are inspected.

- Stairs
- Handrails
- Guards
- Wall, ceiling and floor finishes
- Doors
- Windows
- Fire protection
- Electrical and plumbing facilities

The construction progress, including Building Code deficiencies, are documented on a Field Inspection Report issued by the building inspector immediately after the site inspection. A Certificate of Occupancy will be issued to you upon satisfactory completion of the above items, the Heating Final Inspection and the Exterior Final Inspection.

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?

You may call for an inspection during regular business hours at 519-776-6476. Please provide the following 5 pieces of information:

1. Building Permit number
2. Type of Inspection (see your Building Permit Card)
3. Date inspection requested
4. A.M. or P.M. Inspection time (where scheduling allows)
5. Contact name and phone number

Looking ahead

The next inspection will be Heating Final.

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This form identifies the most common Ontario Building Code deficiencies found while performing occupancy inspections. Use this form 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 form.

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 "yes" as completed or "N.A" as not applicable.

The following table asks 2 General Questions:

General Questions	Indicate Yes or NA
1. Check for items not inspected at the framing and insulation stage. (Access to the basement was not available at these inspection stages)	
2. A revision for the heating system will be required for finished basements.	

The following table asks 4 Stairs Questions

Stairs Questions	Indicate Yes or NA
1. Comfortable rise, tread and width in any one flight. (Check rise at floors with ceramic tile)	
2. A minimum of 1.9 meters (6 foot-5 inches) headroom.	
3. The landing is as wide and as long as the width of stairs in which they occur.	
4. One set of winders between floor levels and with a maximum angle of 90° per winder and 30° per individual tread.	

The following table asks 3 Handrails Questions:

Handrails Questions	Indicate Yes or NA
1. Handrail height between 800 mm (2 foot-8 inches) and 900 mm (3 foot-0 inches).	
2. Sound structural attachment of handrail to	
3. Handrail is provided on stairs with 3 or more risers.	

The following table asks 5 Guards Questions:

Guards Questions	Indicate Yes or NA
1. Guard height for stairs not less than 800 mm (2 foot-8 inches).	
2. Guard height for landings not less than 900 mm (3 foot-0 inches).	
3. Openings in a guard are to prevent the passage of a spherical object having a diameter of 100 mm (4 inches).	
4. Guards are constructed to be strong enough to provide protection from falling under normal use.	
5. Plywood on door openings without permanent guards, decks, balconies, etcetera	

The following table asks 3 Walls, Ceiling and Floor Finishes Questions:

Walls, Ceiling and Floor Finishes	Indicate Yes or NA
1. Maximum flame spread rating is 150.	
2. Water resistant type flooring in bathrooms, kitchens and laundry areas.	
3. Certificate describing the ceiling insulation type and quantity is fixed to the attic access hatch and signed by the installer.	

The following table asks 1 Doors Question:

Doors Questions	Indicate Yes or NA
1. Entrance doors and doors between an attached garage and the dwelling incorporate resistance to forced entry requirements	

The following table asks 2 Windows Questions:

Windows Questions	Indicate Yes or NA
1. At least one window operable from the inside without the use of tools has been installed on each floor level containing a bedroom.	
2. Windows within 2 meters (6 foot-7 inches) of ground level are approved for resistance to forced entry.	

The following table asks 2 Fire Protection Questions:

Fire Protection Questions	Indicate Yes or NA
1. Interconnected smoke alarms installed on each floor and between sleeping and living quarters.	
2. 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 is equipped with weather-stripping and self-closing device.	

The following table asks 2 Electrical and Plumbing Facilities Questions:

Electrical and Plumbing Facilities	Indicate Yes or NA
1. One sink and water closet operational	
2. Exterior lighting at every entrance	

For more information, please contact the Building Department:

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 Fax: 519-776-7171