



DEVELOPMENT SERVICES DEPARTMENT

Building Division

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ATTENTION RESIDENTIAL HOME BUILDERS **Occupancy Inspection Required for Model Homes**

This letter is a reminder that model homes require an occupancy inspection BEFORE the public is admitted inside the model home.

An occupancy inspection is a requirement through the Ontario Building Code to ensure fire and life safety requirements are completed. Please refer to the attached bulletin/note for further details regarding model home occupancy requirements.

When a model home is no longer required an additional inspection (occupancy) is required BEFORE its use as a residential dwelling.

As always thank you for your cooperation and if you have any questions please contact;

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Model Home Occupancy requirements

Fire and Life Safety

- Smoke alarms and CO complete (direct detect not required)
- Handrails and Guards complete (interior and exterior)
- Fire Separations Complete if applicable
- Foamed Plastics are protected
- Garage fume proofing (if garage is not being used as an office / showroom)

Structure

- Building structure is complete

Plumbing system

- Final Plumbing test passed
- If the building is not connected to City services washroom facilities shall be available in a nearby building or portable toilets provided
- If the building is connected to City services, the following additional requirements will apply
- Hot water tank installed and operational c/w thermal mixing valve
- Water meter installation complete
- Functioning 2-piece bathroom with a door installed

Heating system

- Furnace installed and supplying heat to building
- Heating installed in garage if being used as an office/showroom
- Ventilation system complete
- Final gas inspection completed and passed by gas supplier

Electrical

- Lights installed and operational throughout house and at exterior doors

Insulation

- Attic and basement insulation and vapor barrier installed

Reports

- Final Soil Report
- Top of Foundation Report
- Final Hydro (ESA) Report
- Final Plumbing Report
- Final HVAC Report (unless the HRV is not balanced at time of model home occupancy)
- Hydrant Flow Test (if applicable) – or alternative as approved by Fire Prevention
- Site Servicing Final Report or interim report indicating system suitable for model home occupancy (if applicable)

Examples of items that may be deferred to secondary occupancy inspection (Residential Dwelling Occupancy)

- Substantially complete grading
- Minor insulation, vapor barrier, air barrier deficiencies (not including protection of foam plastic)
- Garage fume proofing (only if garage is used as temporary sales office with no parking of motor vehicles)
- Infiltration Gallery report
- Balancing of HRV
- Heating supply / return air grills (not located on a walking surface)
- Doors on rooms containing a water closet
- Other items are to be discussed and reviewed with the Building Inspector
- Survey
- Site Servicing Final Report (if applicable and if not submitted at model home occupancy)
- Hydrant Flow test (if applicable and if not submitted at model home occupancy)