21st Annual Industry Workshop

November 20, 2025

Presented By:

The City Of Kitchener Building Division

Welcome

Jordan MacLaughlin

Manager of Permits

Agenda

8:30 am	Administration
8:50 am	Zoning
9:05 am	Part 9 – Plans Examination
9:25 am	Part 9 – Building Inspection
10:00 am	**Break**
10:15 am	Part 3 – Plans Examination
10:35 am	Part 3 – Building Inspection
10:55 am	Other Technical Updates
12:00 pm	Wrap up

Disclaimer

The Building Code portions of this presentation have been based on Ontario's 2024 Building Code (O.Reg 163/24 as amended by O.Reg 203/24, 2020 National Building Code and Ontario Amendment Document (May 15, 2024). Any content should be verified against any subsequent amendments to the Code.

The information provided in this presentation is general in nature, is not intended as legal or technical advice, and should not be relied on as such.

If and when any building permit is applied for a project, all pertinent Code requirements will be reviewed at that time.

Under the Building Code Act, the local municipality is the authority having jurisdiction (AHJ) for enforcing the Act and its Regulations, and permit applicants should contact the appropriate official/AHJ with respect to any specific proposal.

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Permit Fees & Development Charges

2026 Permit Fee’s

NO CHANGE from the current 2025 rates

- Please refer to the City of Kitchener website for a full list of our current permit fee’s.

https://www.kitchener.ca/en/development-and-construction/building-permit-fees.aspx

Development Charge Increase

2026 Development Charge Rates

- City of Kitchener (3.9% increase from current)* refer to City website for the current City DC rates

https://www.kitchener.ca/en/development-and-construction/development-charges.aspx

- Region of Waterloo (3.9% increase from current)*
- School Boards (WRDSB & WCDSB) rates remain unchanged until June 1, 2026 (unless amended)

To avoid the DC increase a complete application must have been submitted **no later than End of Day on the following dates**:

Review Period	Application Deadline
10 Business Days	**November 14**
15 Business Days	**November 6**
20 Business Days	**October 30**
30 Business Days	**October 16**

The new development charge rates will apply to all permits issued on or after Dec. 1, 2025

Bill 17 & Development Charge's

- Bill 17 received Royal Assent on June 5, 2025 and this resulted in several changes to the Development Charges Act.
- Many of the changes were not implemented until the date named by order of the Lieutenant Governor in Council – which we now know was November 3, 2025.

Summary of the changes:

- Exemption of development charges for long term care home developments

Exemption for long-term care home development

4.4 (1) The development of any part of a building or structure intended for the use as a long-term care home, as defined in subsection 2 (1) of the *Fixing Long-Term Care Home Act, 2021*, is exempt from development charges.

Bill 17 & Development Charge's

- Change to development charge deferrals under Subsection 26.1 of the Act, specifically the addition of paragraph 3 "residential development not described in paragraph 1".

4 (1) Subsection 26.1 (2) of the Act is amended by adding the following paragraph:

3. Residential development not described in paragraph 1.

(2) Subsection 26.1 (3) of the Act is amended by striking out "A development charge referred to in subsection (1)" at the beginning and substituting "A development charge in respect of any part of a development that consists of a type of development described in paragraph 1 or 2 of subsection (2)".

(3) Section 26.1 of the Act is amended by adding the following subsections:

Payable on occupancy

(3.1) Subject to subsection (3.2), a development charge in respect of any part of a development that consists of a type of development described in paragraph 3 of subsection (2) shall be paid in full on the earlier of,

(a) the day a permit is issued under the *Building Code Act, 1992* authorizing occupation of the building; and

(b) the day the building is first occupied.

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Bill 17 & Development Charge's

- Change to the interest accrual, specific only to development charge deferrals under Subsection 26.1 of the Act. Interest can be charged on the installments but can only be accrued up until November 3rd, 2025.

Interest

(7) A municipality may charge interest on the instalments payable under subsection (3) in accordance with this subsection, as it read before the day subsection 4 (5) of Schedule 4 to the *Protect Ontario by Building Faster and Smarter Act, 2025* came into force, but only to the extent that the interest being charged had accrued before that day.

Public Portal Changes

Public Portal Changes

- The Public Portal was upgraded to a new provider earlier this year.
- In July, after extensive testing by Building Division staff the new AMANDA Citizen Portal went live.
- The upgrade was intended to resolve some of the issues and concerns that were flagged by customers over the last few years. From ease of use and intuitive design, improved layout, and the ability for status updates we feel the new AMANDA Citizen Portal has been a great improvement.
- Along with all of the noticeable changes from a customer perspective one of the best improvements is the fact that we now have the ability to have our Internal AMANDA staff process a lot of the improvement or repair requests where before we would typically have to wait for this requests to be fulfilled by an external vendor.

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Digital Permit Application Form

- To improve the permitting process, staff are working to introduce a digital permit application form integrated into the existing online service portal.

How does this help me?

- The “Application for a Permit to Construct or Demolish’ form is no longer required.
- Information entered directly into the portal (e.g., construction value, area of work) is used by staff.
- Less paperwork and a more streamlined experience.

What do I need to know?

- Complete all required fields in the portal accurately and thoroughly.
- **Important:** The person logged into the portal is automatically designated as the applicant and cannot be changed.
    - This individual is the main contact for the permit and are responsible for confirming the application’s completeness, compliance with applicable law, and declaration.
- This is still a legal document, even in digital format.

Features:

- Save for later option available.

Timeline:

- Target go-live date: January 2026
- A Building Bulletin will be sent to the Industry.

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Zoning and Planning Updates

Sean Harrigan

Panner (Policy)

Overview

- Draft New Official Plan
- Zoning Plans for Building Permits (1-10 Units)
- Off-Set Semi-Detached Dwellings and Townhouses
- Garbage Enclosures (Regional Bins and Property Standards By-law)
- Minor and Technical Zoning Updates
- City Trees and Updated Public Tree By-law

Draft New Official Plan

- First Draft comments due by December 12

Zoning Plan for 10 Units and Under

There are items that are frequently missed on plans which help staff review permits for zoning compliance. Including these features on the first submission will help prevent delays:

- 1.1m wide Unobstructed Walkways (ADUs and 5-10 Units) – sidewalk/street to principal entrance

- Window wells, utility meters, and other outdoor equipment like A/C

Zoning Plan for 10 Units and Under

- Steps and access ramps – height and setback

- Vehicle parking
  - garage parking and overlap with stairs – new builds and ADUs
  - EV and barrier-free (5+ units)

- Bike parking
  - Class A – enclosed, secured, access aisle (5+ units)
  - Class B – outdoor, access aisle (5+ units)
  - Class C – enclosed, secured

Off-Set Towns and Semis

Off-set townhouses and semi-detached dwellings are proposed to be permitted without side-yard variances

Off-set portion of the wall should not cross property lines

Maintenance easement required at severance

Garbage Enclosures and New Bins

Municipal Code – 635.3.13:

- 3+ units on a property requires a common area, facility, and containers to store all garbage

Municipal Code – 665.6.4.d):

- 3+ units, garbage containers on exterior property areas shall be kept in a rear or side yard in an enclosure structure

Minor/Technical Zoning Updates

Recent Zoning Amendment to By-law 2019-051 for minor and technical changes. Notable changes include:

- Utility meters and downspouts can encroach a maximum of 0.2m into the 1.1m wide Unobstructed Walkway.
- Required difference between driveway and all other surfaces.
- Aligned SGA with RES zones for General Regulations

City Trees and Public Tree By-law

The City has recently updated its Public Tree By-law. Notable changes include:

- Greater focus on preserving trees and tree planting space whenever possible
- Requirement for adequate tree protection
- Enhanced enforceability for unauthorized tree impacts
- Trees@kitchener.ca

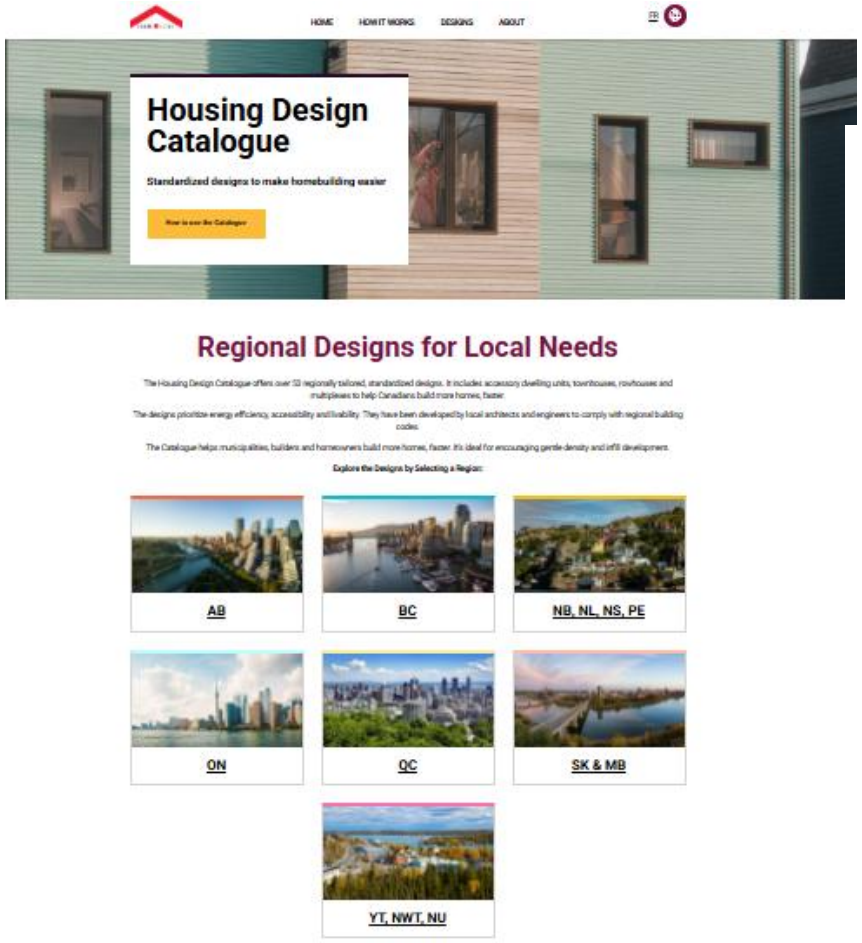
Part 9 – Plans Examination

Leslie Collins

Municipal Building Official II

CMHC - Housing Design Catalogue

CMHC – Housing Catalogue



On October 15, CMHC introduce the launch of their housing catalogue to support build more homes, faster.

- The Housing Design Catalogue offers over 50 housing designs. Each design is tailored to regional building codes, climates and site conditions across Canada.
- Each package include full drawing sets (PDF, CAD, BIM), energy reporting
- Catalogue designs are based on common lot sizes and planning rules across Canada.
- The designs that are available for use in Kitchener include options for backyard homes, four-plexes and stacked townhouse modules (which can be used as a duplex, semi-detached duplex or row-house duplex), as well as a six-plex design
- These designs will need to be completed by a professional such as an architect, engineer or qualified designer
- Additional information will be required for a complete building permit application

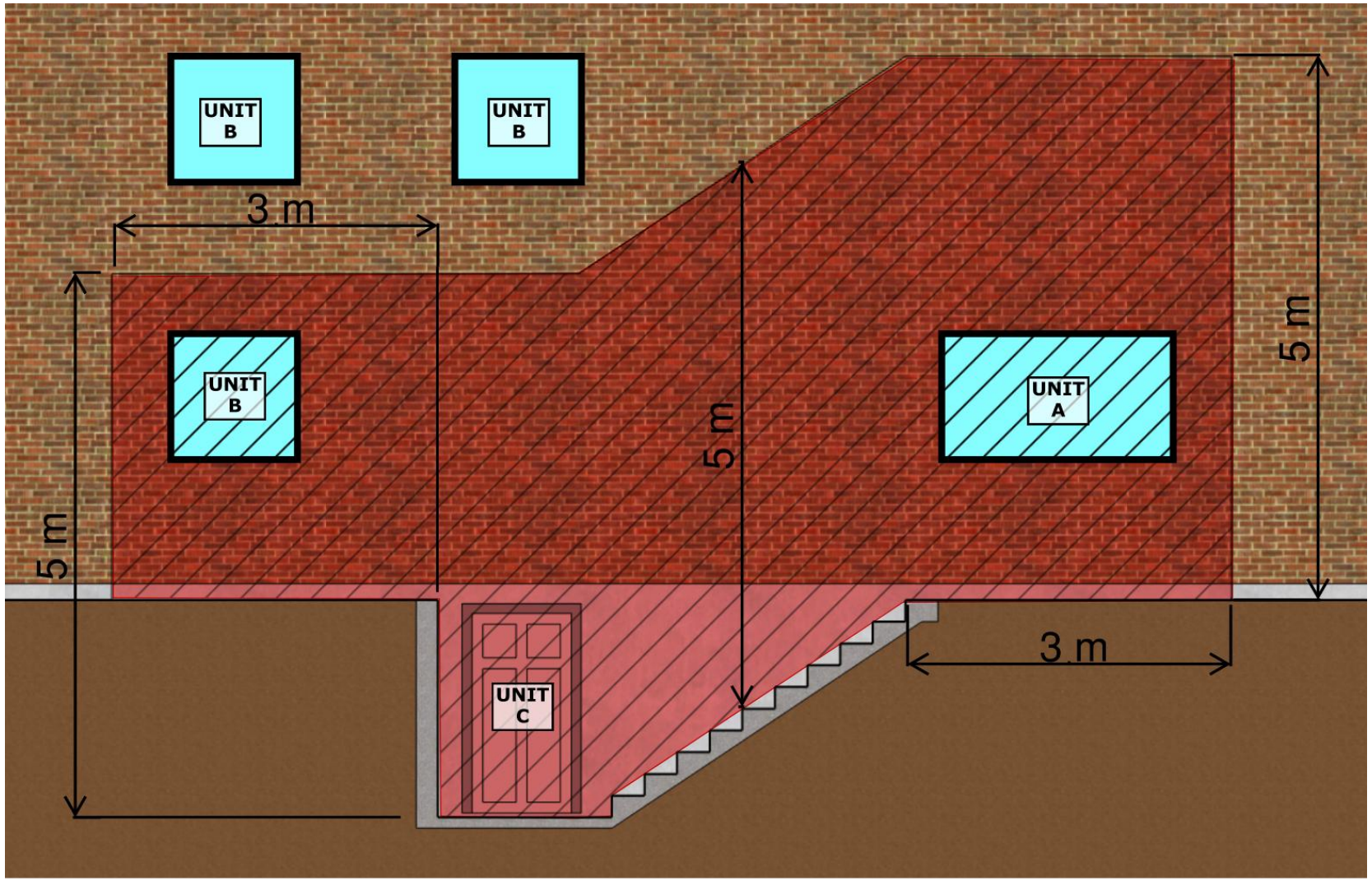
CMHC site - www.housingcatalogue.cmhc-schl.gc.ca
Kitchener CMHC design page - http://www.kitchener.ca/en/building-and-renovating/housing-design-catalogue.aspx

Fire Protection & Egress

9.9.4.4. Openings Near Unenclosed Exterior Exit Stairs and Ramps

1) Where an **unenclosed exterior exit** stair or ramp provides the **only means of egress** from a suite, and is exposed to fire from openings in the exterior walls of another fire compartment, or another dwelling unit, ancillary space or common space in a house with a secondary suite, the openings in the exterior walls of the building shall be protected with wired glass in fixed steel frames or glass block conforming to Articles 9.10.13.5. and 9.10.13.7. when the openings in the exterior walls of the building are within **3 m horizontally** and less than **10 m below** or less than **5 m above** the exit stair or ramp.

9.9.4.4. Openings Near Unenclosed Exterior Exit Stairs and Ramps

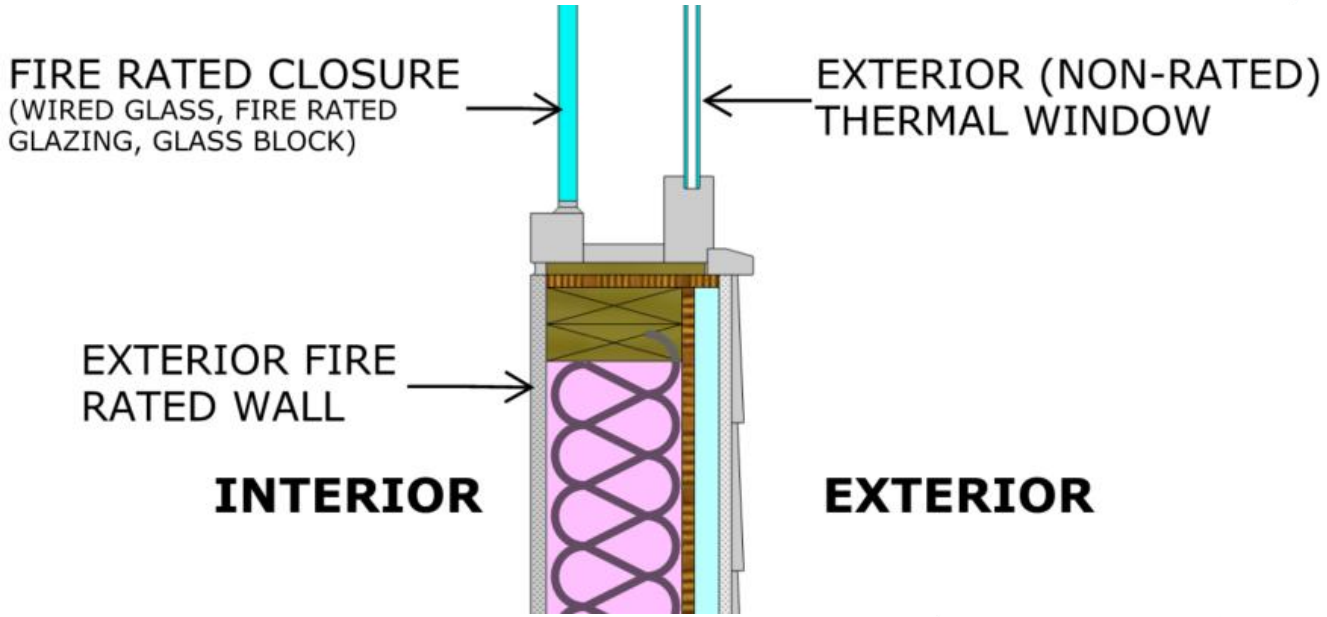


Closures – Protected openings

Acceptable protection methods for openings adjacent to unenclosed exterior exit stairs or ramps include

- Wired glass in fixed steel frames**
- Glass block**
- Fire-rated glazing system**
- Fire shutters
- Enclosure of the stairway

**Glazing installed in new construction must demonstrate compliance with SB-12 energy efficiency criteria



*Note: Diagram has been intentionally simplified to emphasize fire-resistance requirements. Other environmental or building envelope requirements have been excluded for clarity.

9.9. - Means of Egress

Question:

Can the bedroom egress window required under 9.9.10.1. serve as a second means of egress?

9.9. - Means of Egress

Definition:

Means of egress

- means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

Exit

- means that part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

9.9. - Means of Egress

9.9.2.1.(1) Except as otherwise provided in this Section, an ***exit*** from any *floor area* shall be one of the following used singly or in combination:

- an exterior doorway,
- an exterior passageway,
- an exterior *ramp* ,
- an exterior stairway,
- a fire escape,
- a *horizontal exit* ,
- an interior passageway,
- an interior *ramp* , or
- an interior stairway.

9.9.2.3.(1) Elevators, slide escapes and windows shall **not** be considered as part of a required *means of egress* .

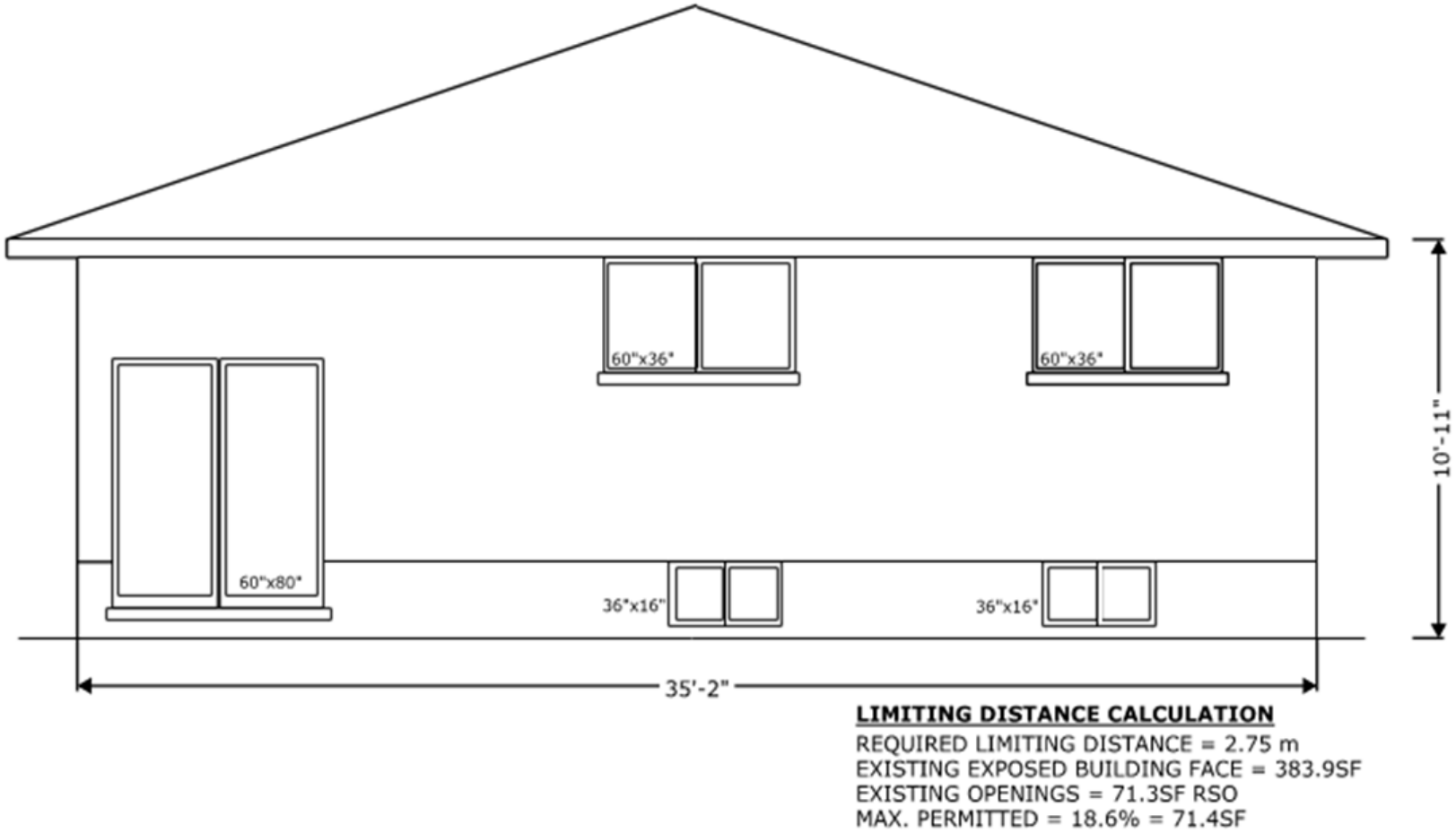
9.9. - Means of Egress

Answer: No, a window does not meet the definition of an exit in part 9 of the building code and may not be part of the means of egress.

ADU – Detached

- An elevation of the existing building is a required drawing for a complete application
- A spatial separation to show the required limiting distance for the existing building
- The remaining distance may be used for the new detached ADU
- Any accessory detached structures that are located around the ADU also need to be considered in the spatial separation calculations, if they are not for the sole use of the ADU.

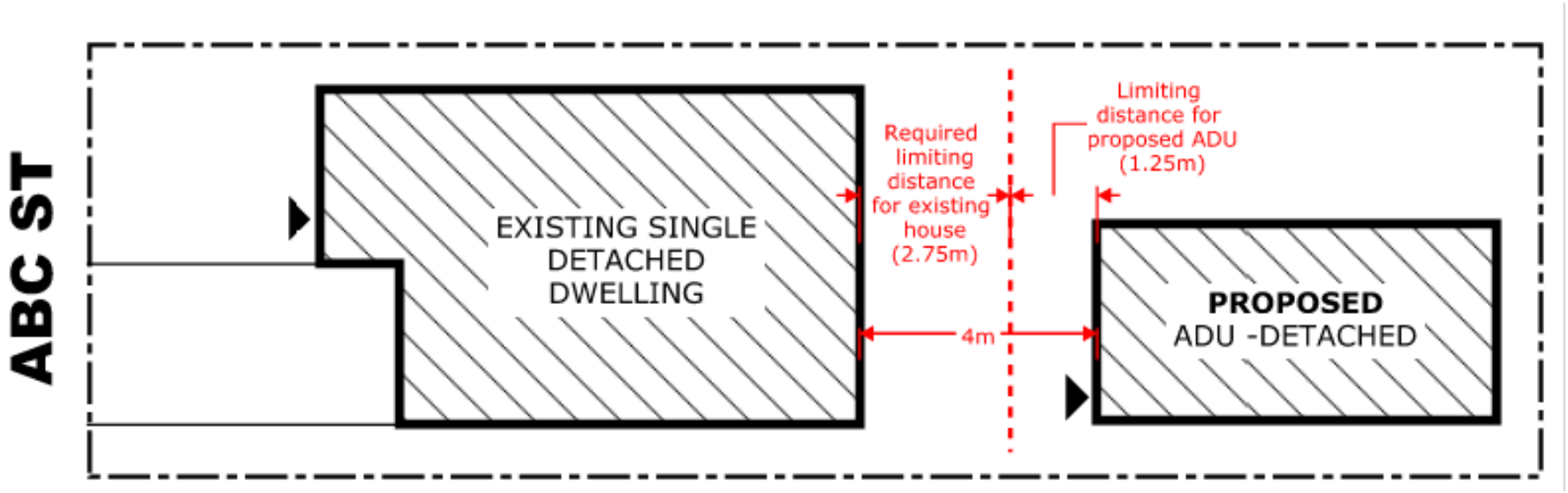
ADU – Detached



LIMITING DISTANCE CALCULATION

REQUIRED LIMITING DISTANCE = 2.75 m
EXISTING EXPOSED BUILDING FACE = 383.9SF
EXISTING OPENINGS = 71.3SF RSO
MAX. PERMITTED = 18.6% = 71.4SF

ADU – Detached



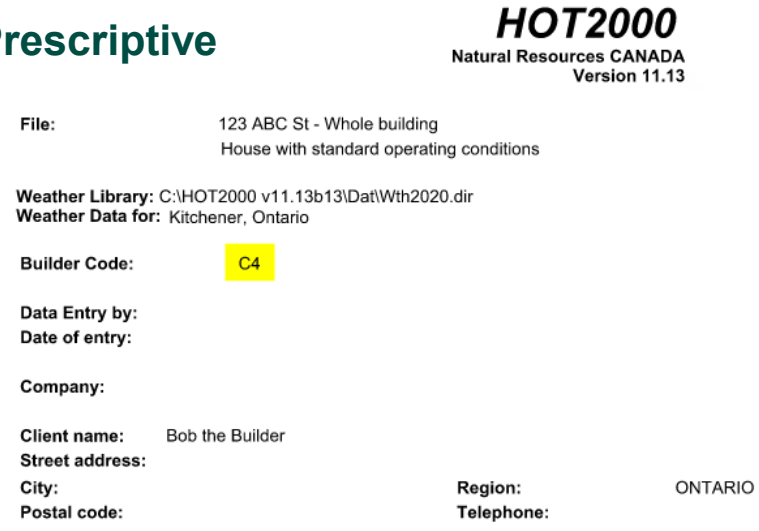
Miscellaneous Topics

SB-12 - Performance

3.1.2.1. Performance Compliance

- If the performance path is selected three things are required to be submitted
  1. EEDS form for performance. (Energy efficiency design summary: performance and other acceptable compliance methods)
  2. A report from an approved program using a **prescriptive design** of the proposed building
  3. A report from an approved programs for the **proposed design**

Prescriptive



HOT2000
Natural Resources CANADA
Version 11.13

File: 123 ABC St - Whole building
House with standard operating conditions

Weather Library: C:\HOT2000 v11.13b13\Dat\Wth2020.dir
Weather Data for: Kitchener, Ontario

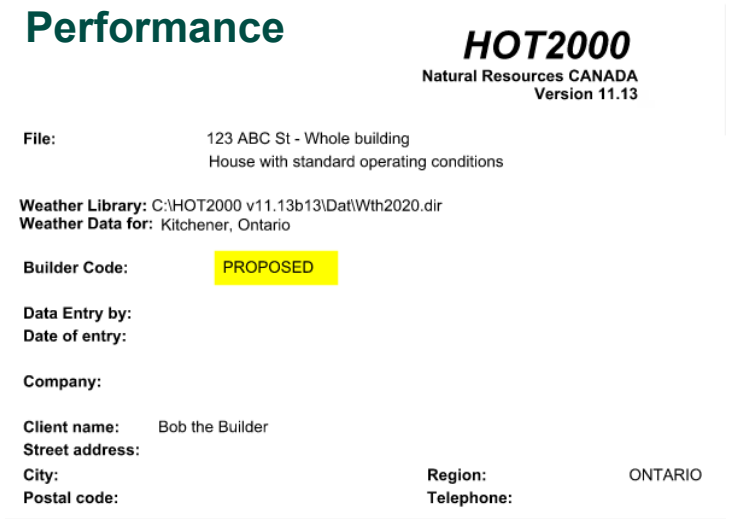
Builder Code: C4

Data Entry by:
Date of entry:

Company:

Client name: Bob the Builder
Street address:
City: **Region:** ONTARIO
Postal code: **Telephone:**

Performance



HOT2000
Natural Resources CANADA
Version 11.13

File: 123 ABC St - Whole building
House with standard operating conditions

Weather Library: C:\HOT2000 v11.13b13\Dat\Wth2020.dir
Weather Data for: Kitchener, Ontario

Builder Code: PROPOSED

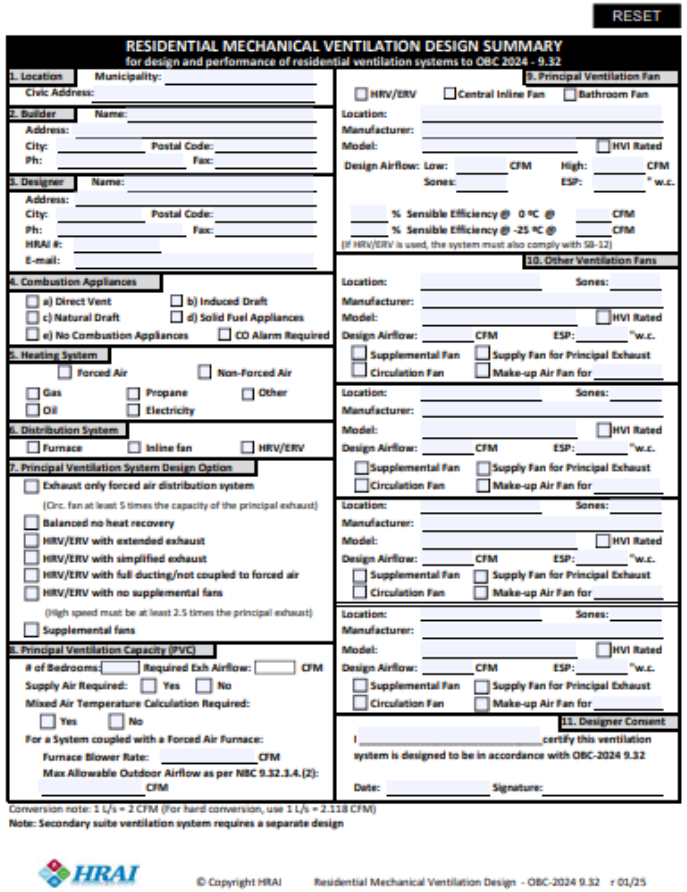
Data Entry by:
Date of entry:

Company:

Client name: Bob the Builder
Street address:
City: **Region:** ONTARIO
Postal code: **Telephone:**

HVAC

- The HRAI summary now required; the City of Kitchener HVAC summary form is no longer accepted.



RESET

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY
for design and performance of residential ventilation systems to OBC 2024 - 9.32

1. Location — Municipality: / Civic Address:
2. Builder — Name: / Address: / City: / Postal Code: / Ph: / Fax:
3. Designer — Name: / Address: / City: / Postal Code: / Ph: / Fax: / HRAI #: / E-mail:
4. Combustion Appliances — a) Direct Vent; b) Induced Draft; c) Natural Draft; d) Solid Fuel Appliances; e) No Combustion Appliances; CO Alarm Required
5. Heating System — Forced Air; Non-Forced Air; Gas; Propane; Other; Oil; Electricity
6. Distribution System — Furnace; Inline fan; HRV/ERV
7. Principal Ventilation System Design Option — Exhaust only forced air distribution system (Circ. fan at least 5 times the capacity of the principal exhaust); Balanced no heat recovery; HRV/ERV with extended exhaust; HRV/ERV with simplified exhaust; HRV/ERV with full ducting/not coupled to forced air; HRV/ERV with no supplemental fans (High speed must be at least 2.5 times the principal exhaust); Supplemental fans
8. Principal Ventilation Capacity (PVC) — # of Bedrooms: / Required Exh Airflow: CFM; Supply Air Required: Yes No; Mixed Air Temperature Calculation Required: Yes No; For a System coupled with a Forced Air Furnace: Furnace Blower Rate: CFM; Max Allowable Outdoor Airflow as per NBC 9.32.3.4.(2): CFM

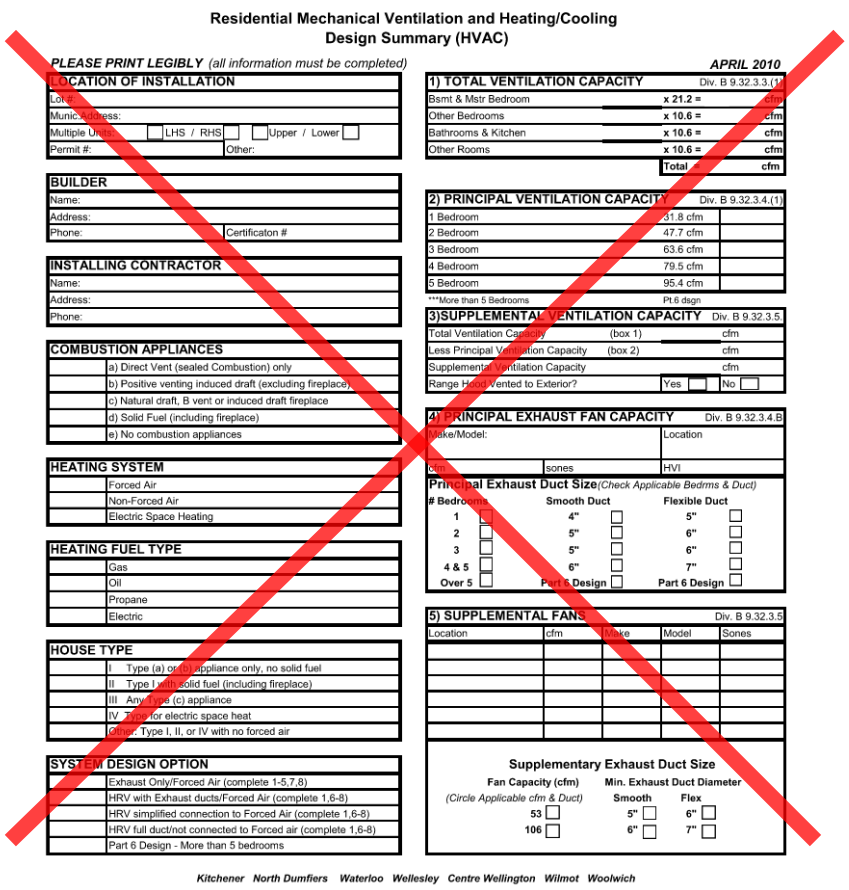
9. Principal Ventilation Fan — HRV/ERV; Central Inline Fan; Bathroom Fan; Location: / Manufacturer: / Model: / HVI Rated; Design Airflow: Low: CFM High: CFM; Sones: ESP: " w.c.; % Sensible Efficiency @ 0 °C @ CFM; % Sensible Efficiency @ -25 °C @ CFM (If HRV/ERV is used, the system must also comply with SB-12)

10. Other Ventilation Fans — Location: / Sones: / Manufacturer: / Model: / HVI Rated; Design Airflow: CFM ESP: "w.c.; Supplemental Fan; Supply Fan for Principal Exhaust; Circulation Fan; Make-up Air Fan for

11. Designer Consent — I certify this ventilation system is designed to be in accordance with OBC-2024 9.32; Date: Signature:

Conversion note: 1 L/s = 2 CFM (For hard conversion, use 1 L/s = 2.118 CFM)
Note: Secondary suite ventilation system requires a separate design

HRAI © Copyright HRAI Residential Mechanical Ventilation Design - OBC-2024 9.32 r 01/25



Residential Mechanical Ventilation and Heating/Cooling Design Summary (HVAC)

PLEASE PRINT LEGIBLY (all information must be completed) — APRIL 2010

LOCATION OF INSTALLATION — Lot: / Munic Address: / Multiple Units: LHS / RHS Upper / Lower / Permit #: / Other:

BUILDER — Name: / Address: / Phone: / Certificaton #

INSTALLING CONTRACTOR — Name: / Address: / Phone:

COMBUSTION APPLIANCES
- a) Direct Vent (sealed Combustion) only
- b) Positive venting induced draft (excluding fireplace)
- c) Natural draft, B vent or induced draft fireplace
- d) Solid Fuel (including fireplace)
- e) No combustion appliances

HEATING SYSTEM
- Forced Air
- Non-Forced Air
- Electric Space Heating

HEATING FUEL TYPE
- Gas
- Oil
- Propane
- Electric

HOUSE TYPE
- I Type (a) or (b) appliance only, no solid fuel
- II Type I with solid fuel (including fireplace)
- III Any Type (c) appliance
- IV Type for electric space heat
- Other: Type I, II, or IV with no forced air

SYSTEM DESIGN OPTION
- Exhaust Only/Forced Air (complete 1-5,7,8)
- HRV with Exhaust ducts/Forced Air (complete 1,6-8)
- HRV simplified connection to Forced Air (complete 1,6-8)
- HRV full duct/not connected to Forced air (complete 1,6-8)
- Part 6 Design - More than 5 bedrooms

1) TOTAL VENTILATION CAPACITY — Div. B 9.32.3.3.(1)

Bsmt & Mstr Bedroom	x 21.2 =	cfm
Other Bedrooms	x 10.6 =	cfm
Bathrooms & Kitchen	x 10.6 =	cfm
Other Rooms	x 10.6 =	cfm
	Total	cfm

2) PRINCIPAL VENTILATION CAPACITY — Div. B 9.32.3.4.(1)

1 Bedroom	31.8 cfm	
2 Bedroom	47.7 cfm	
3 Bedroom	63.6 cfm	
4 Bedroom	79.5 cfm	
5 Bedroom	95.4 cfm	

***More than 5 Bedrooms — Pt.6 dsgn

3)SUPPLEMENTAL VENTILATION CAPACITY — Div. B 9.32.3.5.

Total Ventilation Capacity	(box 1)	cfm
Less Principal Ventilation Capacity	(box 2)	cfm
Supplemental Ventilation Capacity		cfm
Range Hood Vented to Exterior?	Yes	No

4) PRINCIPAL EXHAUST FAN CAPACITY — Div. B 9.32.3.4.B

Make/Model: / Location / Cfm / sones / HVI

Principal Exhaust Duct Size *(Check Applicable Bedrms & Duct)*

# Bedrooms	Smooth Duct	Flexible Duct
1	4"	5"
2	5"	6"
3	5"	6"
4 & 5	6"	7"
Over 5	Part 6 Design	Part 6 Design

5) SUPPLEMENTAL FANS — Div. B 9.32.3.5.

Location	cfm	Make	Model	Sones

Supplementary Exhaust Duct Size

Fan Capacity (cfm) (Circle Applicable cfm & Duct)	Min. Exhaust Duct Diameter Smooth	Flex
53	5"	6"
106	6"	7"

Kitchener North Dumfiers Waterloo Wellesley Centre Wellington Wilmot Woolwich

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Lodging Houses

- Zoning by-law amended for lodging houses
- Lodging House Conversion guideline is available on our website
  - Exiting – two exits required from floor areas where 5 bedrooms or more and basements containing any number of bedrooms
  - Fire Alarm required where 8 bedrooms or more
  - 30 min fire separation required between each floor level
- Development Charges are applicable
  - City of Kitchener, Region of Waterloo, Waterloo Regional District School Board, and Waterloo Catholic District School Board.

Part 11 – Change of Major Occupancy

11.4.2.3.

1) Except as provided in Sentence 11.4.2.5.(4) , the *performance level* of an existing *building* is reduced where proposed *construction* will result in, the change of the *major occupancy* of all or part of an existing *building* to another *major occupancy* of a greater *hazard index* ,

(b) the conversion of a ***suite* of a Group C *major occupancy*** into **more than one *suite* of Group C** *major occupancy* ,

Part 11 – Ventilation (3 or more units)

11.4.2.3.(1)(b)

When additional Group C units are added to an existing Group C building, this is a reduction in performance level

11.4.3.4.(2)

When there is a reduction of performance level, a review of 9.32 is required

Compliance Alternative – C199

In an individual *dwelling unit* or a house with a *secondary suite*, rooms or spaces shall be ventilated by natural means in accordance with Subsection 9.32.2. or by providing adequate mechanical ventilation.

Part 11 – Ventilation (3 or more units)

Compliance

- Ventilation used in conjunction with forced air heating system (9.32.3.4.)
- Ventilation **not** used in conjunction with forced air heating system (9.32.3.5.)
- Exhaust only ventilation systems (9.32.3.6.)
- Form to be completed by a BCIN designer with Building Services or an engineer

RESET

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY
for design and performance of residential ventilation systems to OBC 2024 - 9.32

1. Location
Municipality: ______
Civic Address: ______

2. Builder
Name: ______
Address: ______
City: ______ Postal Code: ______
Ph: ______ Fax: ______

3. Designer
Name: ______
Address: ______
City: ______ Postal Code: ______
Ph: ______ Fax: ______
HRAI #: ______
E-mail: ______

4. Combustion Appliances
☐ a) Direct Vent ☐ b) Induced Draft
☐ c) Natural Draft ☐ d) Solid Fuel Appliances
☐ e) No Combustion Appliances ☐ CO Alarm Required

5. Heating System
☐ Forced Air ☐ Non-Forced Air
☐ Gas ☐ Propane ☐ Other
☐ Oil ☐ Electricity

6. Distribution System
☐ Furnace ☐ Inline fan ☐ HRV/ERV

7. Principal Ventilation System Design Option
☐ Exhaust only forced air distribution system
(Circ. fan at least 5 times the capacity of the principal exhaust)
☐ Balanced no heat recovery
☐ HRV/ERV with extended exhaust
☐ HRV/ERV with simplified exhaust
☐ HRV/ERV with full ducting/not coupled to forced air
☐ HRV/ERV with no supplemental fans
(High speed must be at least 2.5 times the principal exhaust)
☐ Supplemental fans

8. Principal Ventilation Capacity (PVC)
# of Bedrooms: ______ Required Exh Airflow: ______ CFM
Supply Air Required: ☐ Yes ☐ No
Mixed Air Temperature Calculation Required:
☐ Yes ☐ No
For a System coupled with a Forced Air Furnace:
Furnace Blower Rate: ______ CFM
Max Allowable Outdoor Airflow as per NBC 9.32.3.4.(2):
______ CFM

9. Principal Ventilation Fan
☐ HRV/ERV ☐ Central Inline Fan ☐ Bathroom Fan
Location: ______
Manufacturer: ______
Model: ______ ☐ HVI Rated
Design Airflow: Low: ______ CFM High: ______ CFM
Sones: ______ ESP: ______ " w.c.
______ % Sensible Efficiency @ 0 ºC @ ______ CFM
______ % Sensible Efficiency @ -25 ºC @ ______ CFM
(If HRV/ERV is used, the system must also comply with SB-12)

10. Other Ventilation Fans
Location: ______ Sones: ______
Manufacturer: ______
Model: ______ ☐ HVI Rated
Design Airflow: ______ CFM ESP: ______ "w.c.
☐ Supplemental Fan ☐ Supply Fan for Principal Exhaust
☐ Circulation Fan ☐ Make-up Air Fan for ______

Location: ______ Sones: ______
Manufacturer: ______
Model: ______ ☐ HVI Rated
Design Airflow: ______ CFM ESP: ______ "w.c.
☐ Supplemental Fan ☐ Supply Fan for Principal Exhaust
☐ Circulation Fan ☐ Make-up Air Fan for ______

Location: ______ Sones: ______
Manufacturer: ______
Model: ______ ☐ HVI Rated
Design Airflow: ______ CFM ESP: ______ "w.c.
☐ Supplemental Fan ☐ Supply Fan for Principal Exhaust
☐ Circulation Fan ☐ Make-up Air Fan for ______

Location: ______ Sones: ______
Manufacturer: ______
Model: ______ ☐ HVI Rated
Design Airflow: ______ CFM ESP: ______ "w.c.
☐ Supplemental Fan ☐ Supply Fan for Principal Exhaust
☐ Circulation Fan ☐ Make-up Air Fan for ______

11. Designer Consent
I ______ certify this ventilation system is designed to be in accordance with OBC-2024 9.32
Date: ______ Signature: ______

Conversion note: 1 L/s = 2 CFM (For hard conversion, use 1 L/s = 2.118 CFM)
Note: Secondary suite ventilation system requires a separate design

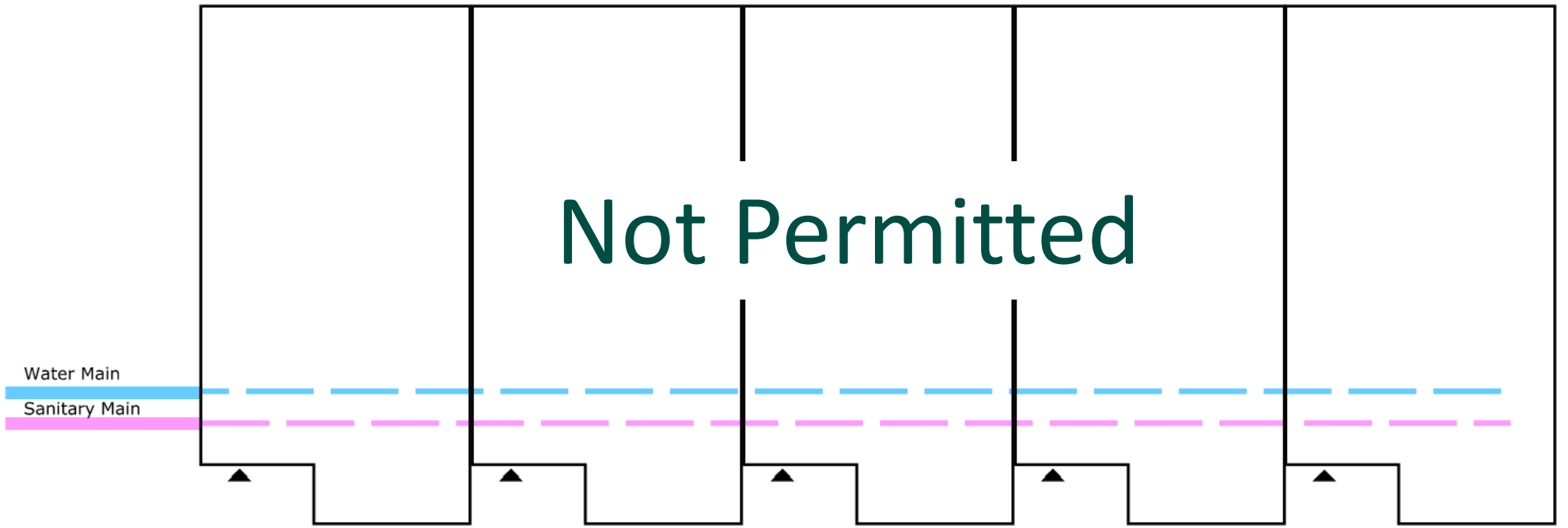
HRAI

Residential Mechanical Ventilation Design - OBC-2024 9.32 r 01/25

Site Servicing

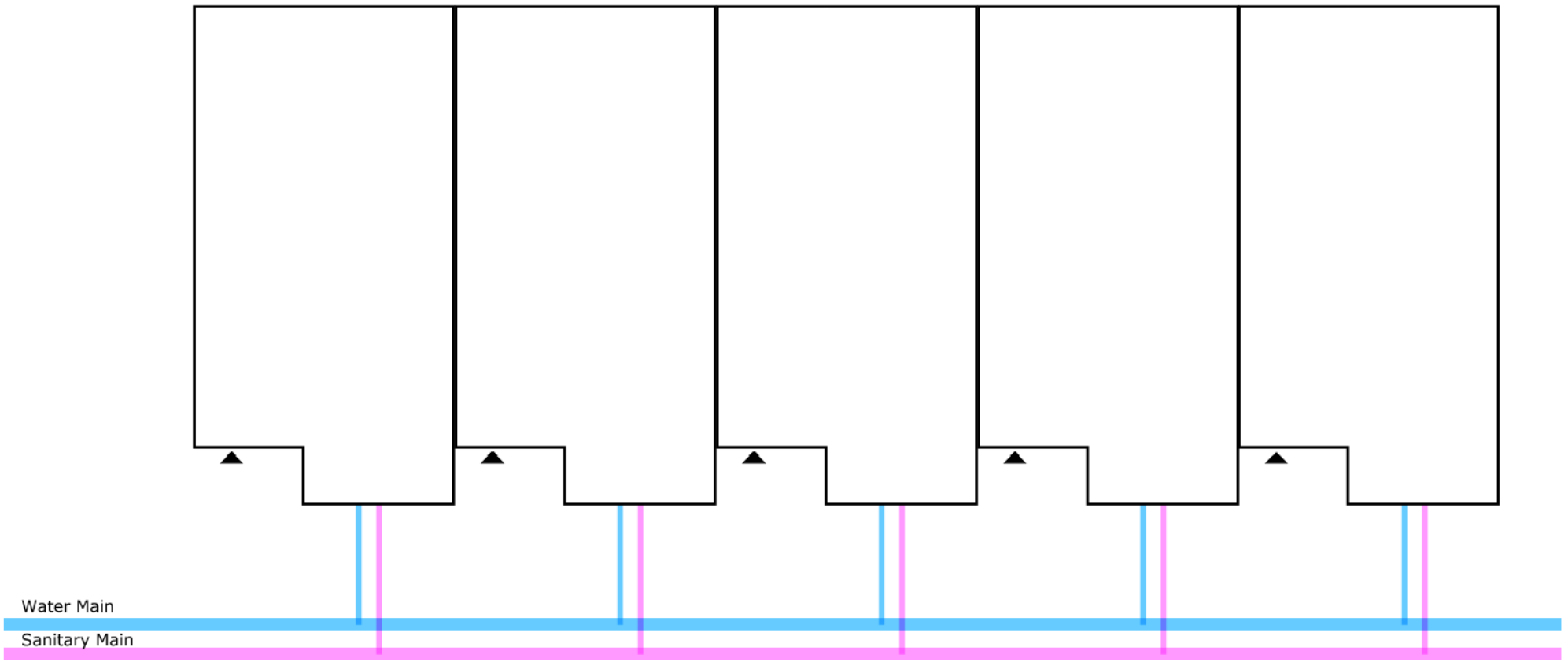
7.1.2.4.(2)

No plumbing serving a *dwelling unit* shall be installed in or under another unit of the *building* unless the piping is located in a tunnel, pipe corridor, common *basement* or parking garage, so that the piping is *accessible* for servicing and maintenance throughout its length without encroachment on any private living space, but this Sentence does not prevent plumbing serving a unit located above another unit from being installed in or under the lower unit.



Site Servicing

Code Compliant



Part 9 - Inspection

Ryan Looby

Municipal Building Official II

Sound Transmission

Sound Transmission (New Construction)

Section 9.11. of Division B requires a dwelling unit to be separated from every other space in a building by an assembly with;

- an apparent sound transmission class (**ASTC**) or **47**,

or

- a sound transmission class (**STC**) rating of **50**

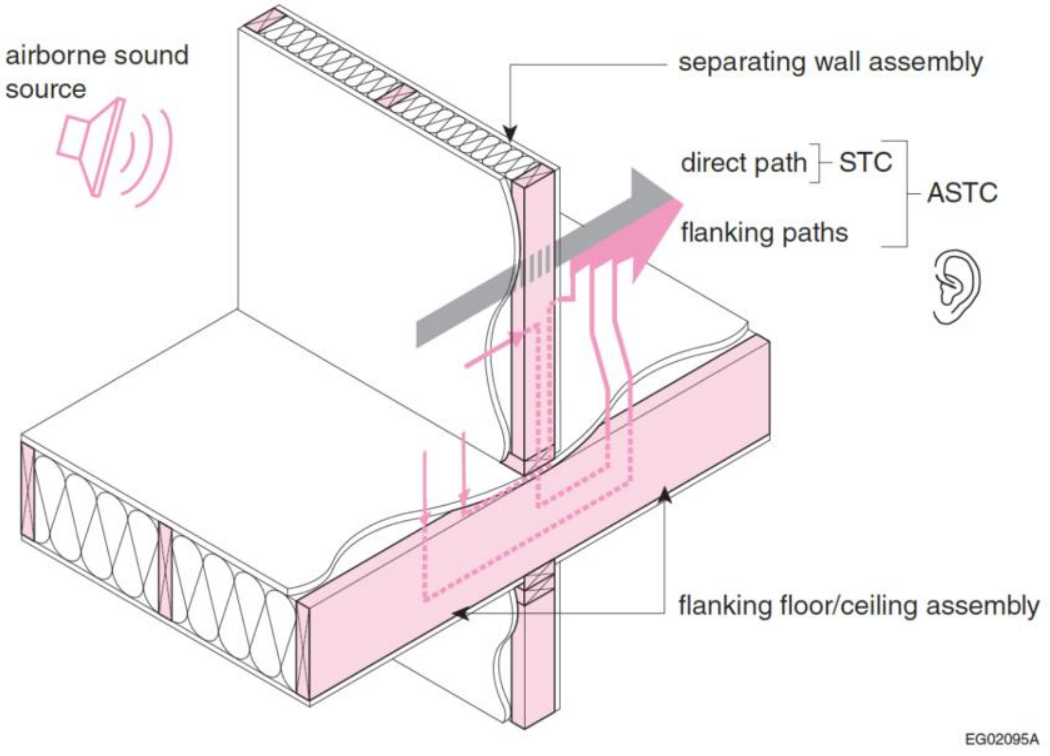
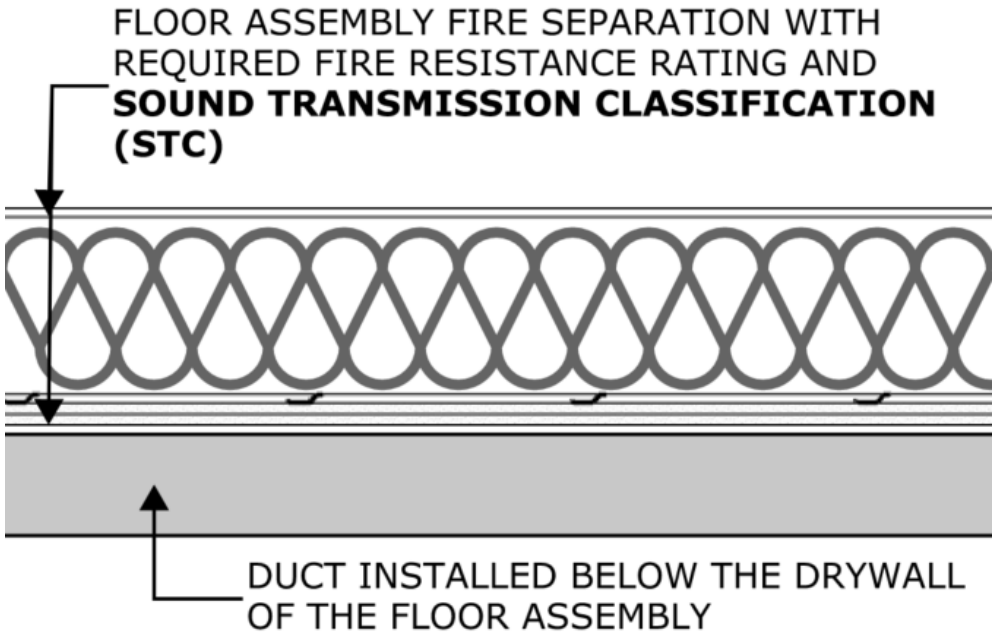


Figure A-9.11.-A
Horizontal Sound Transmission Paths Floor/Wall Junction

Sound Transmission (New Construction)

Construction Tip:

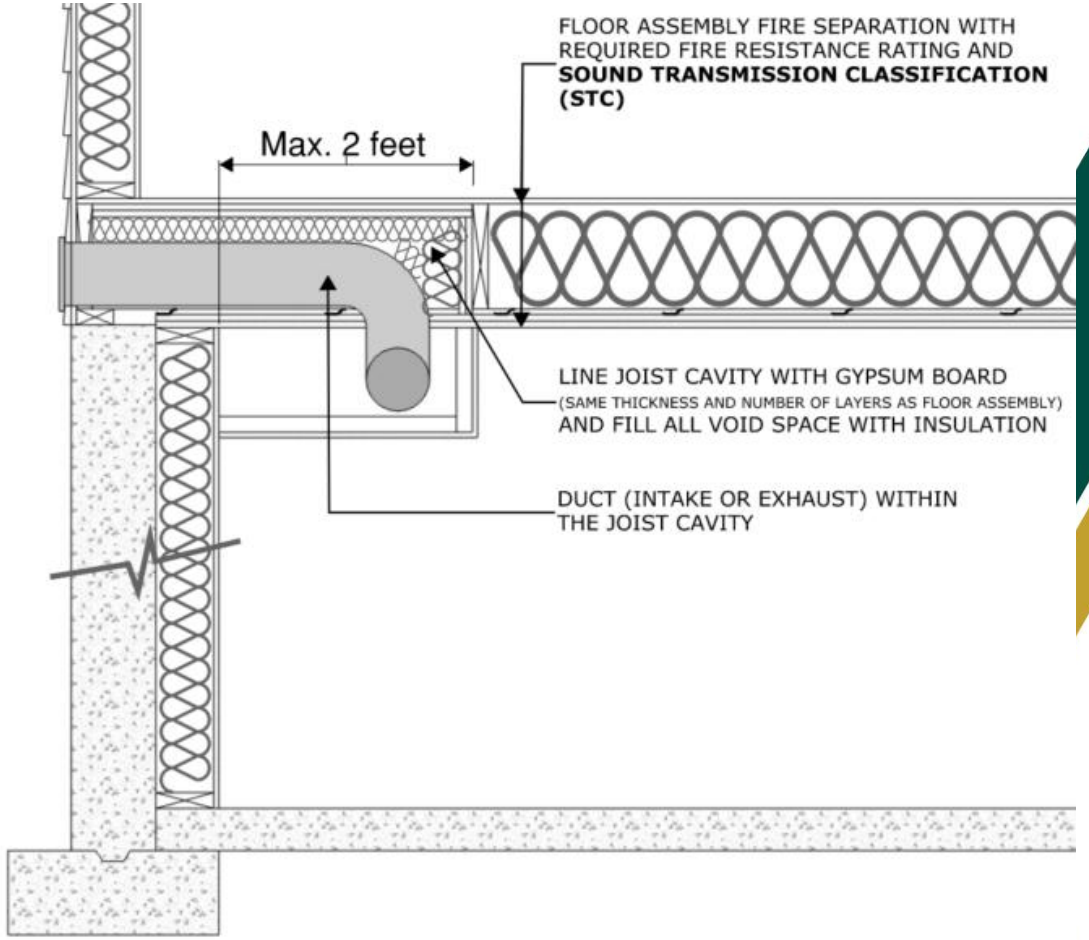
- Ducts should run **below** floor assemblies providing an STC/ASTC rating



Sound Transmission (New Construction)

Construction Tip:

- Where necessary, the penetration through the floor should occur as close as possible to the exterior wall

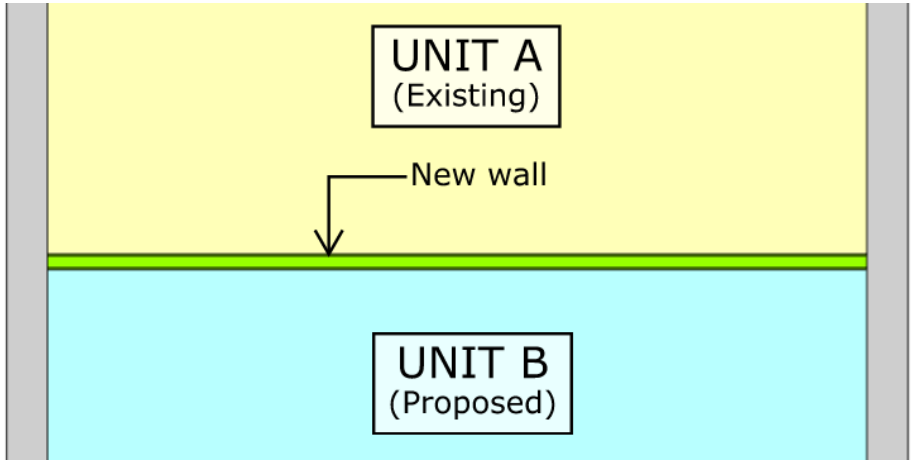


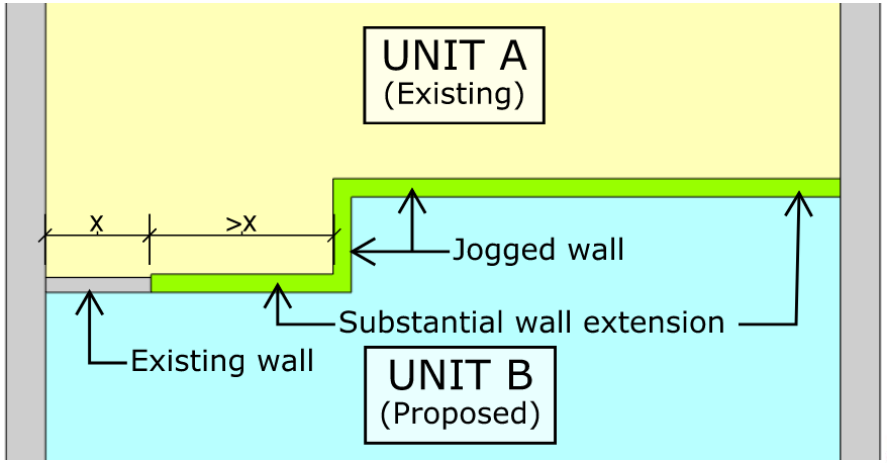
Sound Transmission (Renovations)

11.3.1.2. New Building Systems and Extension of Existing Building Systems

(1) Except as provided in article 11.3.3.1. and section 11.5., the design and construction of a **new building system** or the **extension of an existing building system**, shall comply with all other parts.

- **STC** required for new assemblies and substantial extensions of existing assemblies.

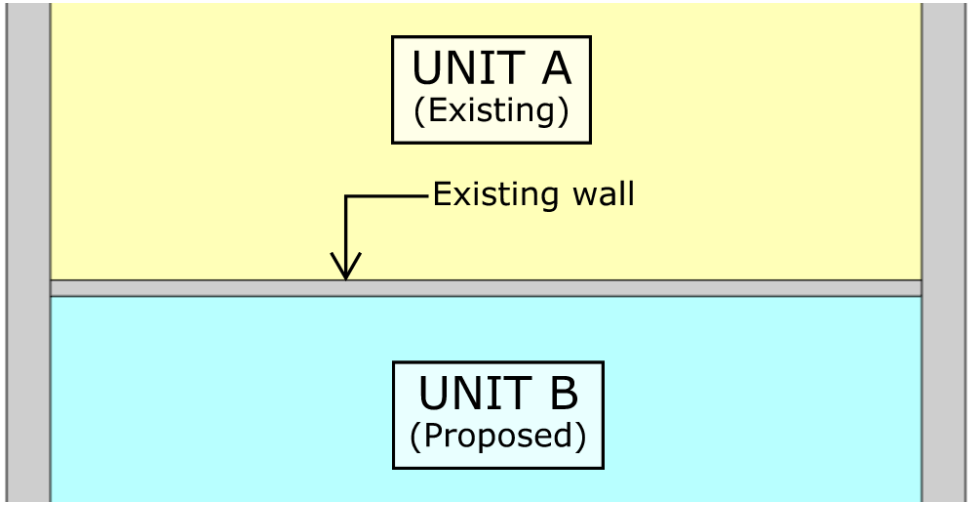




Sound Transmission (Renovations)

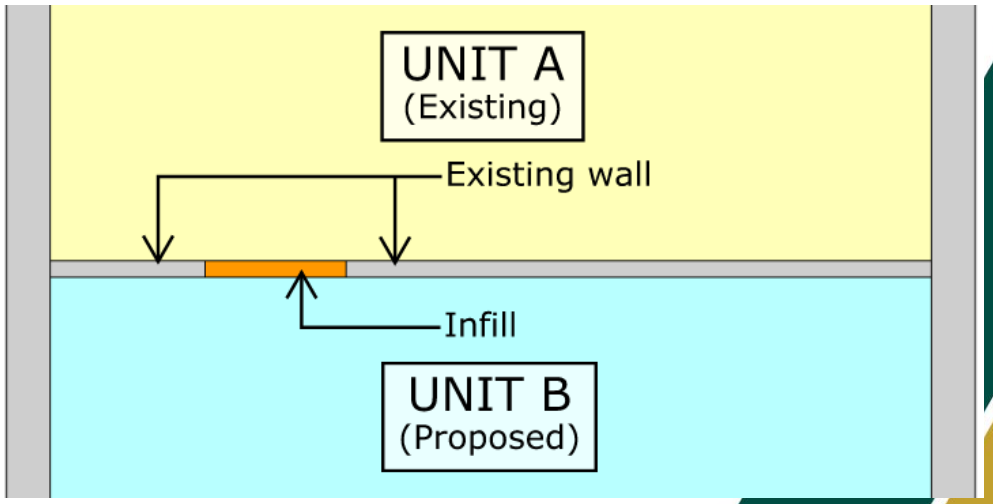
Existing Assemblies

- Need to meet the Fire Resistance Rating requirements, but no trigger for the STC at this time.



Minor Infills and Extensions

- Review with your Building Inspector on site. At minimum fill cavity with insulation.
  (full STC compliance may apply pending the circumstances)



Fire Walls

Required Firewall

9.10.11. Firewalls

9.10.11.1. Required Firewalls

(1) Except as provided in Articles 9.10.11.2., a ***party wall*** on a property line **shall be constructed as a firewall**.

OBC Definitions

Party wall means a wall

a) that is jointly owned and jointly used by two parties under an easement agreement or by a right in law, and

b) that is erected at or upon a line separating two parcels of land each of which is, or is capable of being, a separate real estate entity.

Firewall (OBC Definitions)

- ***Firewall*** means a type of fire separation of noncombustible construction that subdivides a building or separates adjoining buildings to resist the spread of fire and that has a fire-resistance rating as prescribed in this Code and has structural stability to remain intact under fire conditions for the required fire-rated time.

Vs

- ***Fire separation*** means a construction assembly that acts as a barrier against the spread of fire.

Firewall Exemptions

9.10.11.2. Firewalls Not Required

(1) A party wall on a property line of a building of residential occupancy need not be constructed as a firewall, provided it is constructed as a fire separation having not less than a 1 h fire-resistance rating, where the party wall separates

a) two dwelling units where there is no dwelling unit above another dwelling unit,

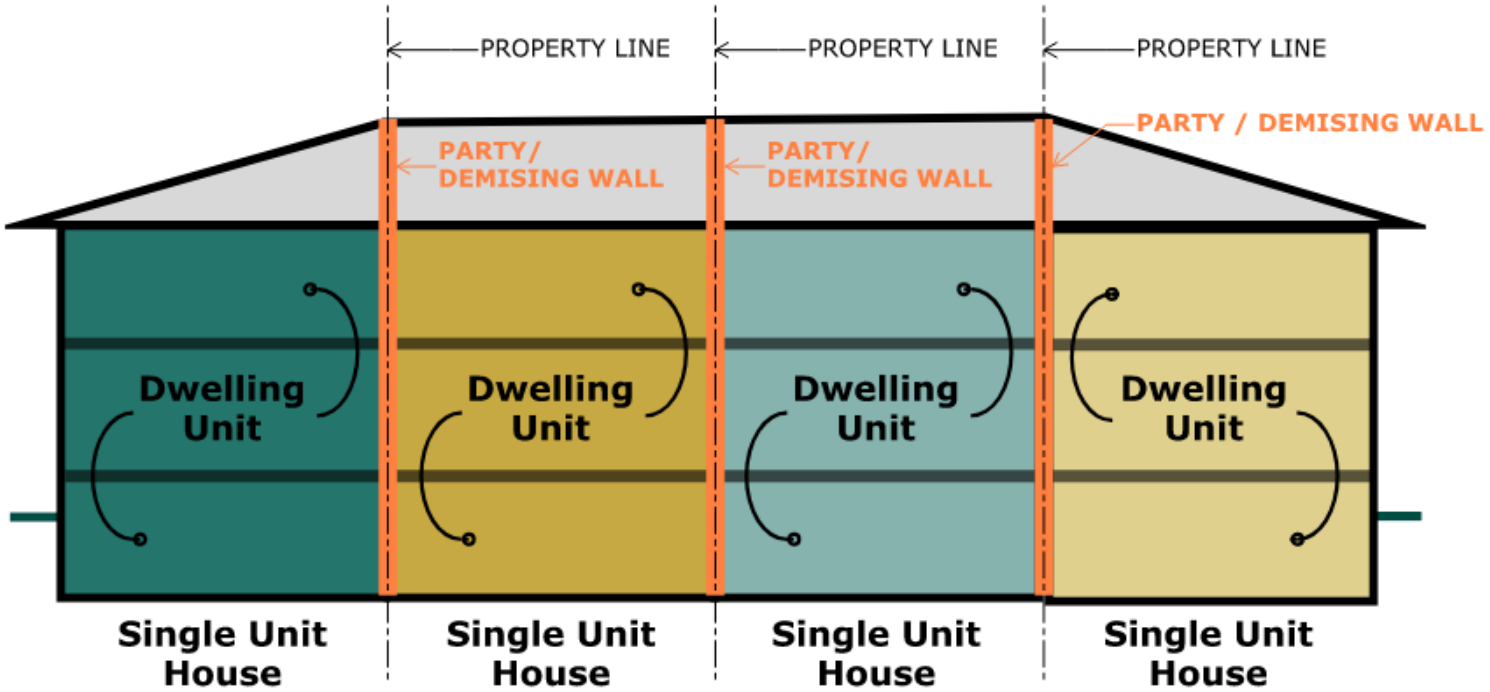
b) a dwelling unit and a house with a secondary suite including their common spaces, or

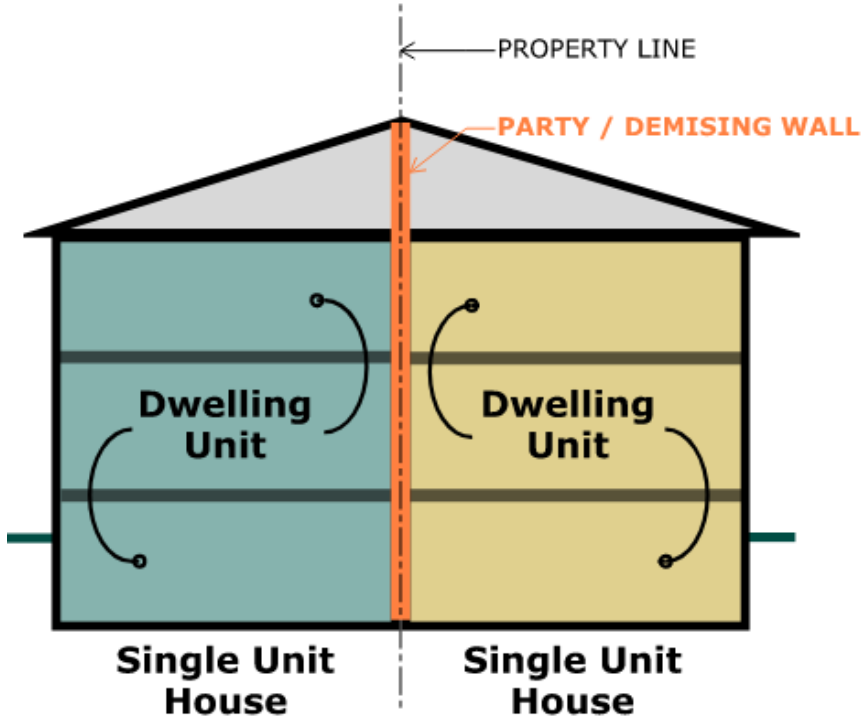
c) two houses with a secondary suite including their common spaces.

Firewall Exemptions

Semi-Detached Dwellings and Townhouses (not stacked)

- *Party wall* on a property line separating two *dwelling units* where there is no *dwelling unit* above another *dwelling unit*

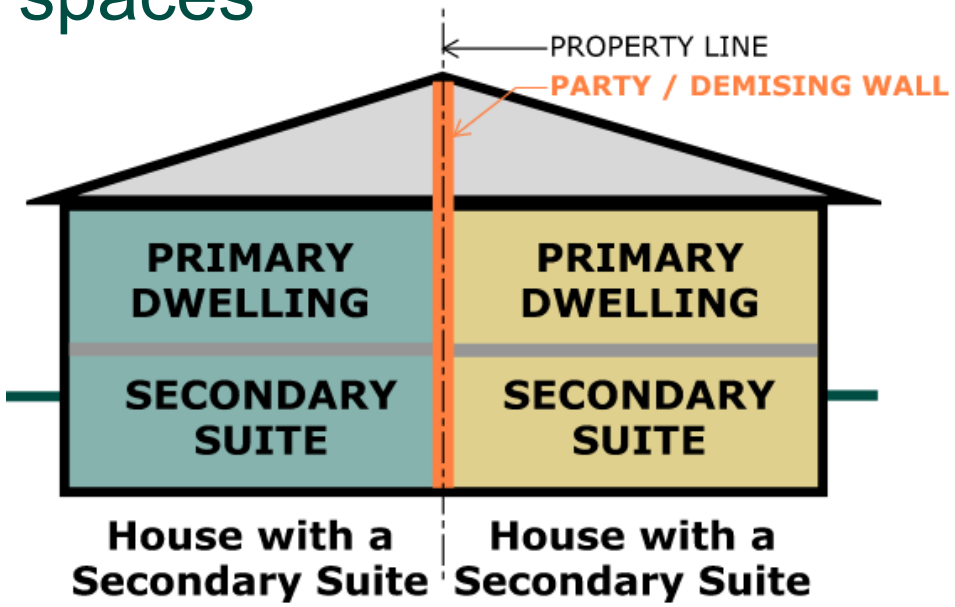


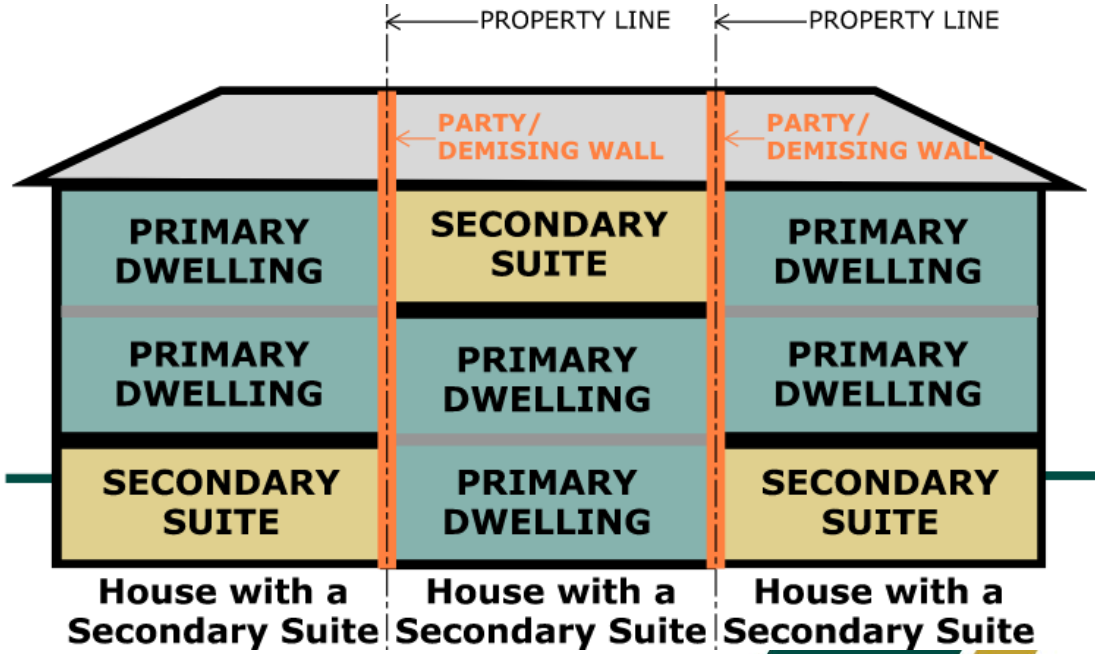


Firewall Exemptions

House with a Secondary Suite
(Duplex Semi – same real-estate entity)

- *A dwelling unit* and a house with a *secondary suite* including their common spaces, or
- Two houses with a *secondary suite* including their common spaces

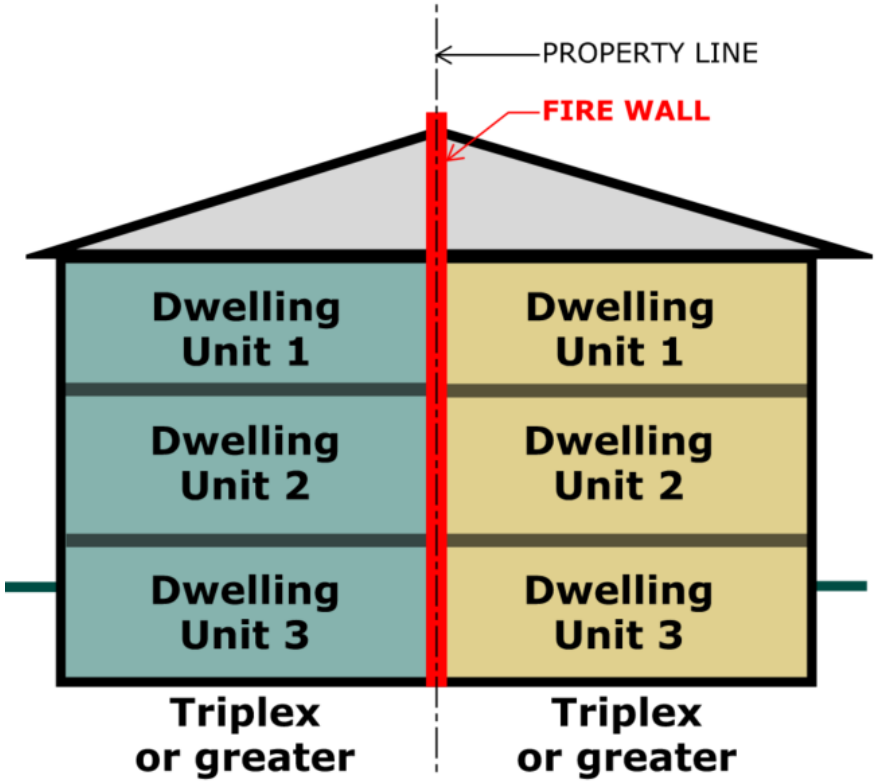




Firewall Required

Triplex-Semi or greater

- *A **fire wall*** **is required** since there is a *dwelling unit* above another dwelling unit and does not meet the exemptions of 9.10.11.2.



Part 9 – Inspection (part 2)

Philip Catinean

Municipal Building Official II

Ventilation

Ventilation Used In Conjunction With Forced Air Heating System

- Outdoor air is introduced into return air plenum of furnace and can be conditioned or unconditioned
- If unconditioned air is being used, mixed air temperature cannot exceed 15^{o}C. Designer is required to provide mixed air calculations with permit submission.
- If an HRV is being used, no mixed air calculation required.

Ventilation **Not** Used In Conjunction With Forced Air Heating System

- Conditioned outdoor air is supplied through supply ducts to each bedroom, storey without a bedroom, and principal living area
- Air must be conditioned to 12^{o}C before being distributed to habitable areas
- Air can be conditioned with HRV/ERV or inline duct heater

Exhaust Only Ventilation Systems

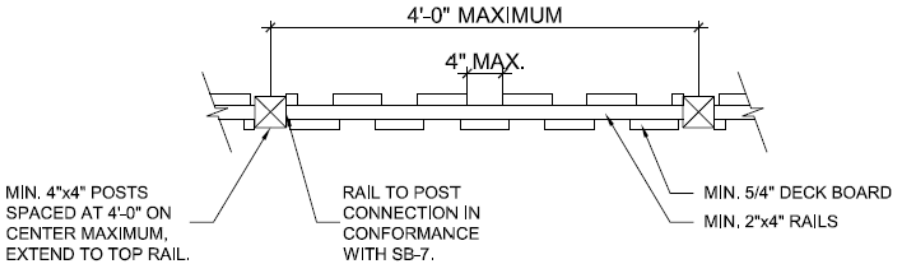
- Not permitted to be used in a building which contains a solid-fuel-burning appliance, a fireplace other than a direct-vented type, and no fuel-fired space or water-heating appliances other than direct or mechanically vented types
- Must have a forced air distribution system (ducted furnace) where the circulation fan has a rated capacity of at least 5 times the normal operating exhaust fan capacity required by 9.32.3.3.

Privacy Screens for Decks

KITCHENER

Privacy Screens for Decks

- City of Kitchener has provided a new detail for privacy screens
- Wood privacy screens constructed differently than this detail are required to meets SB-7 requirements
- Engineering is required for any metal guard and designed to current OBC requirements (i.e. 2024 OBC)



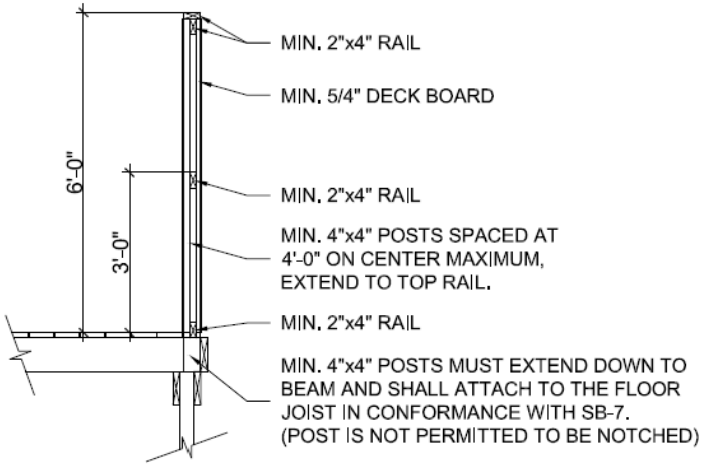
Plan View

NOTES:

1. ALL PRIVACY FENCE CONNECTIONS TO BE SCREWED.

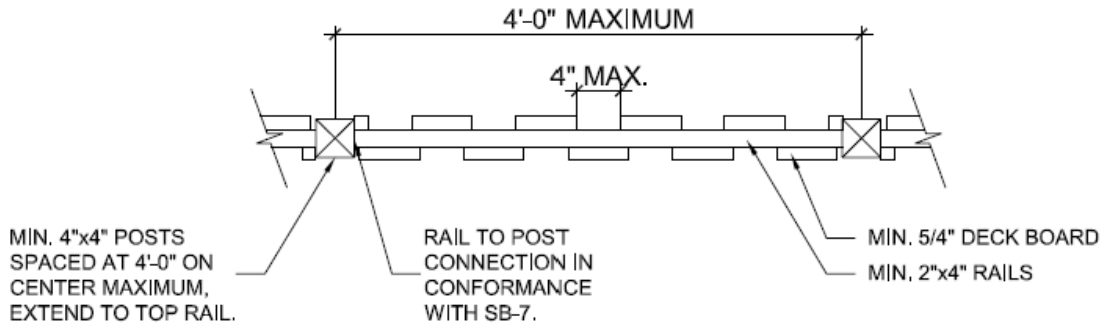
2. HEIGHTS ABOVE 6'-0" ARE SUBJECT TO FIELD INSPECTION.

3. NO HORIZONTAL MEMBERS ARE PERMITTED BETWEEN 4" AND 35" ABOVE THE WALKING SURFACE OF THE DECK TO PREVENT CLIMBING.



Section

Privacy Screens for Decks



Plan View

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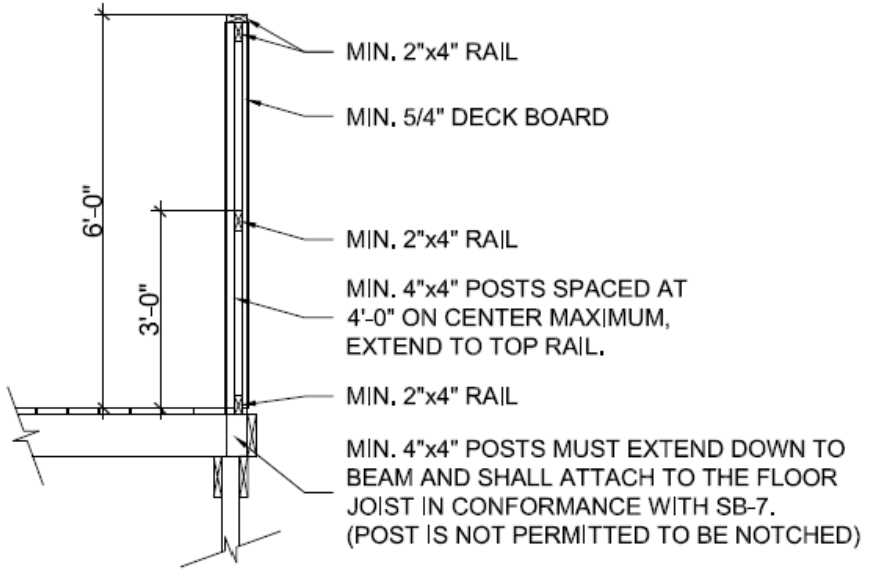


Section

Tactile Attention Indicators

Tactile attention indicators

9.8.9.6.(4)

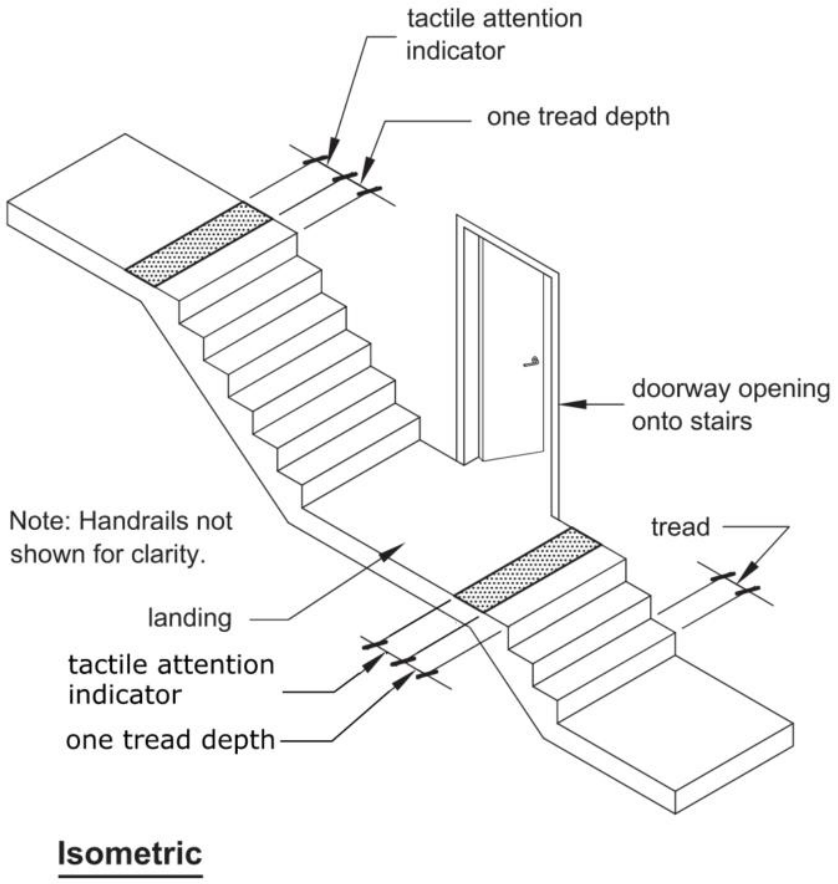
Except for stairs serving a house with a *secondary suite* , an individual *dwelling unit* , *service rooms* or *service spaces* , a **tactile attention indicator** conforming to Article 3.8.3.18. shall be installed

(a) at the top of the stairs, starting one tread depth back from the edge of the top stair, and

(b) at the leading edge of landings where a doorway opens onto stairs, starting one tread depth back from the edge of the landing.

Tactile attention indicators

- Stairs serving more than a house with a secondary suite will require the tactile attention indicators to be installed.
- Ensure the tactile attention indicators are installed **one tread depth back** from the edge of the top stair.
- Ensure edges are not a tripping hazard, follow manufacturer's installation specs.

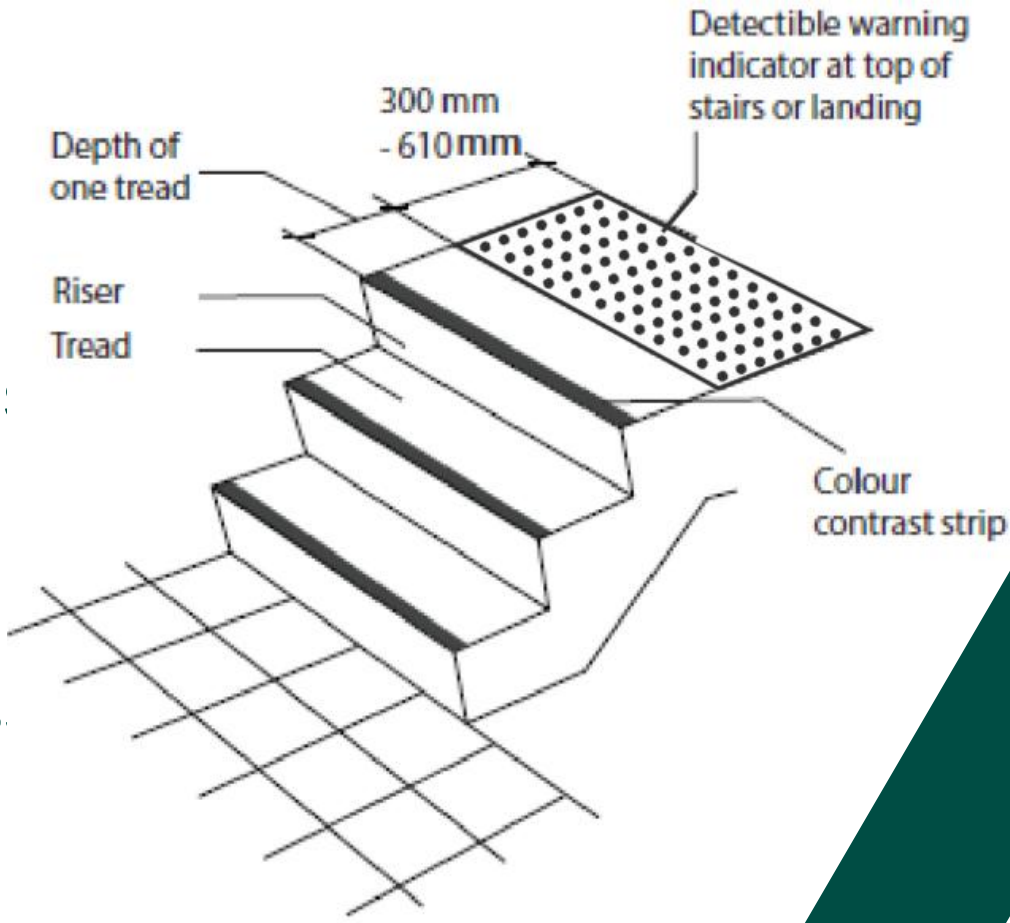


Tactile attention indicators

3.8.3.18.

(1) Where a tactile attention indicator is required, it shall conform to Sentence (2) and Clauses 5.1.1. and 5.1.2. of ISO 23599, "Assistive Products for Blind and Vision-Impaired Person - Tactile Walking Surface Indicators".

(2) The depth of the tactile attention indicator shall be not les than 300 mm and not more than 610 mm .



Occupancy Permits

Occupancy Permits (Residential)

- We are currently working on updating the Occupancy Certificate that we issue for Part 9 Residential Buildings.
- The current **checklist format** occupancy certificate will be **discontinued**.
- **Introducing** a new **letter format** occupancy certificate.

Estimated Roll Out: Early 2026

Occupancy Permits (Residential)

Checklist Format

(to be discontinued)

KITCHENER

OCCUPANCY PERMIT

PERMIT #: DATE:
LOCATION: CONTRACTOR:
OWNERS NAME: PLUMBER:

Inspection Services				
BASEMENT	COMPLETED	INCOMPLETE	DETAILS	COMMENTS
Stair Protection (handrail)	✓			
Insulation & Covering	✓			
Heating System	✓			
Efficiency %				
Heat Recovery Ventilator	✓			
Efficiency %				
Hydro Final Approved (ESA)	✓			
Water Meter & Read Out	✓			
Sealed Sump Pit & Pump	✓			
Structurally Complete	✓			
-Bridging and/or Strapping	✓			
MAIN & SECOND FLOOR				
Stair Protection (handrail)	✓			
Smoke Alarms	✓			
CO Detector	✓			
Exhaust Fans	✓			
Principal Fan Switch	✓			
Fireplace		×		
Attic Hatch Insulated & WS	✓			
Ceiling Insulation (if blown in)	✓			
GARAGE				
Stair Protection (handrail)		×		n/a
Fume Proofing	✓			
Door Closer & Weather-Stripping		×		n/a
EXTERIOR				
Chimney				
Caulking	✓			
Cladding	✓			
Flashing & Roofing	✓			
Guards (handrails)	✓			
Exterior Stairs & Landing	✓			
Windows & Doors	✓			
Grading Substantially Complete	✓			
PLUMBING				
Final Test	✓			
Main Bath	✓			
Ensuite	✓			
Powder Room	✓			
Kitchen	✓			
Laundry	✓			
3-pc. Basement Rough-in		×		n/a
Domestic Hot Water Heater	✓			
- EF Value				
TMV Tag (attached & signed)	✓			
GENERAL COMMENTS				

			INSPECTOR'S NAME
Occupancy Permitted?		Date:	
Final Inspection Approved?		Date:	

NOTE: The applicant/builder has until October 21, 2026 to obtain the Final Building Inspection and Final Grading Certification of your property. Failure of this will result in a forfeit of the permit rebate fee. If you have any questions, please contact the Building Division at 519-741-2312

Letter Format

(New)

KITCHENER

Development Services Department
Building Division
200 King St. W., 5th Floor
Kitchener, ON N2G 4G7
Ph. 519-741-2312
TTY 1-866-969-9994
building@kitchener.ca
www.kitchener.ca

Occupancy Permit

Pursuant to Division C.1.3.3 of the Ontario Building Code

PROJECT INFORMATION
PERMIT #:
LOCATION:
OWNERS NAME:
CONTRACTOR:
PLUMBER:
DESCRIPTION OF PERMIT:

INSPECTION SUMMARY
Pursuant to a request in accordance with Subsection 10.2(1) of the Building Code Act, 1992 an inspection was conducted on or about INSPECTION DATE at the above referenced address and found that the work in place at the time of inspection:

Conforms to the minimum requirements of Division C 1.3.3.1., 1.3.3.2., or 1.3.3.4., as applicable and therefore, Occupancy is permitted.

General comments:

NOTE: The applicant/builder has until INSERT DATE, to obtain the Final Building Inspection and Final Grading Certification of your property. Failure of this will result in a forfeit of the permit rebate fee. If you have any questions, please contact the Building Division at 519-741-2312

REPORT ISSUED BY:
Inspector's Name
Municipal Building Official
BCIN:
Inspector's Email
PHONE:

DATE ISSUED:

SIGNATURE:

KITCHENER

Part 3 – Plans Examination

Christine Wagner

Municipal Building Offical III

Sprinklers & Standpipe

Sprinkler & Standpipe Drawings

Reminder that sprinkler/standpipe drawings and hydraulic calculations are required to be submitted and approved prior to installation on site.

Plan Accordingly!

- Sprinkler installation is not permitted to start until **after** the sprinkler drawings have been approved and issued.
- The review of the drawings and calculations takes time once submitted.
- Changes to send automatic notification is in the works.

Sprinkler Drawings

Common sprinkler drawing status letter items:

- Clearly stating which version of NFPA 13 is being designed to.

  If using a different NFPA 13/14 edition than that listed in OBC 2024 Division B 1.3.1.2. a letter from the P.Eng. must be submitted to request permission.

- Provide clear legends for sprinkler head types used, including temperature rating, maximum coverage, manufacturer model number.

Sprinkler Drawings

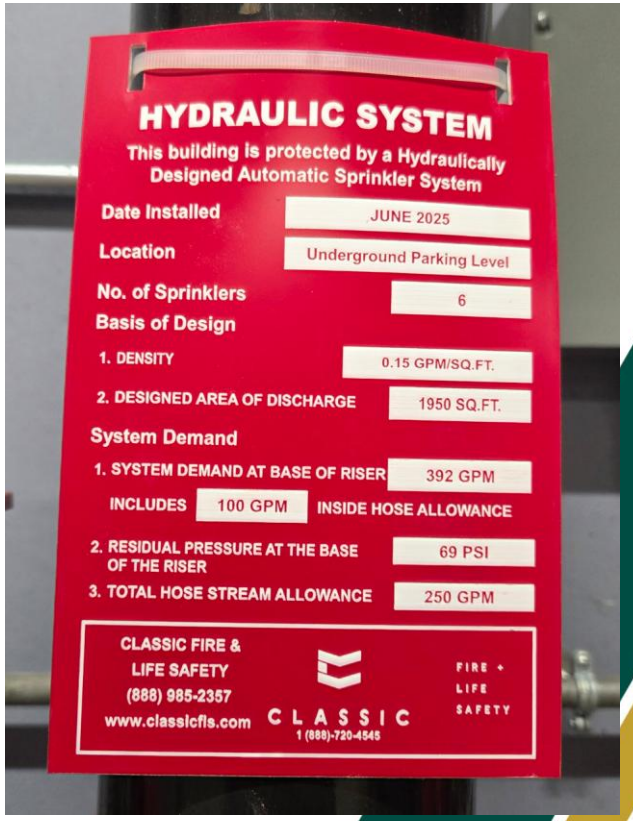
Common sprinkler drawing status letter items:

- Be consistent with the units (metric or imperial) between hydraulic calculations and drawings.
- Obstructions from large ceiling mounted equipment
- For storage arrangements, provide complete details on the protection criteria used to select which part of NFPA 13 to apply.
- Provide code references used for elevator sprinkler exemptions and CSA B44 / TSSA compliance.

Sprinkler Installation

Common sprinkler inspection items:

- Sprinkler riser labels in sprinkler room.



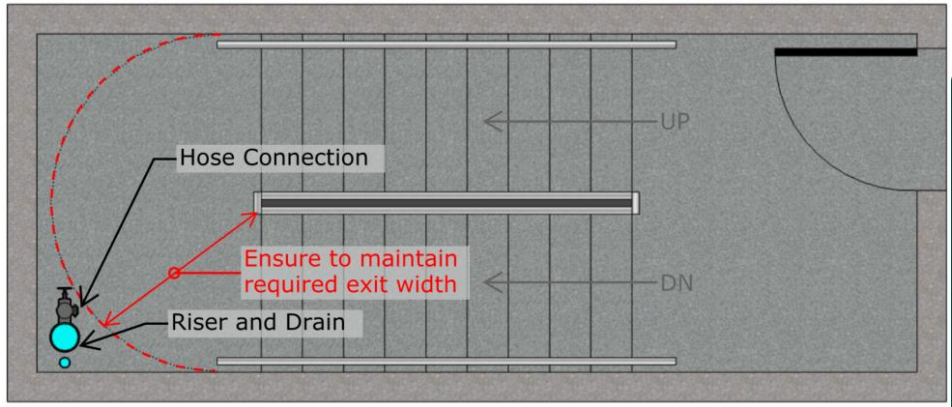
Standpipe Systems

2024 OBC Update Reminders

- Hose connections shall be located in all required exit stairs

  Kitchener requires hose connections to be located at the intermediate landings (where applicable)

  Ensure minimum required exit widths are maintained



- Hose stations are only required in buildings that are NOT sprinklered.

Standpipe Systems

2024 OBC Update Reminders

The **2012 OBC** prescribed standpipe reach (30 m + 3 m hose stream) has been removed from the 2024 OBC.

2024 OBC requirements default to NFPA 14-2013 (7.3.2.2.);

- **Nonsprinklered = 45.7 m (150 ft)**
- **Sprinklered = 61 m (200 ft)**

Additional hose connections to be provided where exceeded.

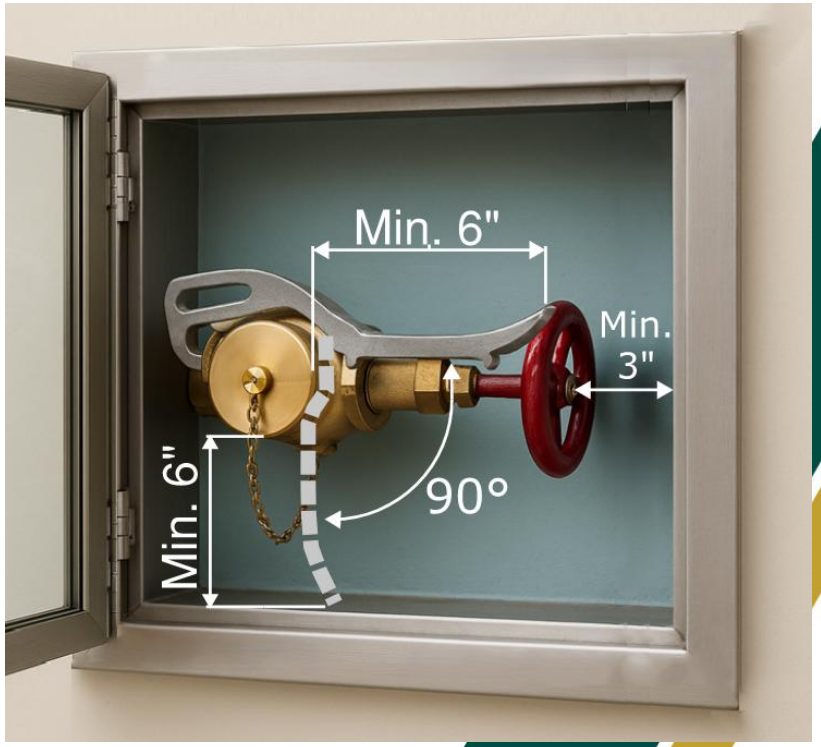
Standpipe Systems

Hose Connections in Cabinets

Hose Connections – 3.2.5.10.

(3) Hose connections shall be provided with sufficient clearance to permit the use of a standard fire department hose key.

- **Kitchener Fire Crews require 6” min. in two directions (side & bottom or top) so that the key can be turned a minimum of 90°.**
- This should be considered during the cabinet selection process.
- 20”x30” cabinet is recommended.



Standpipe Systems

Portions of Building Cut off from Remainder

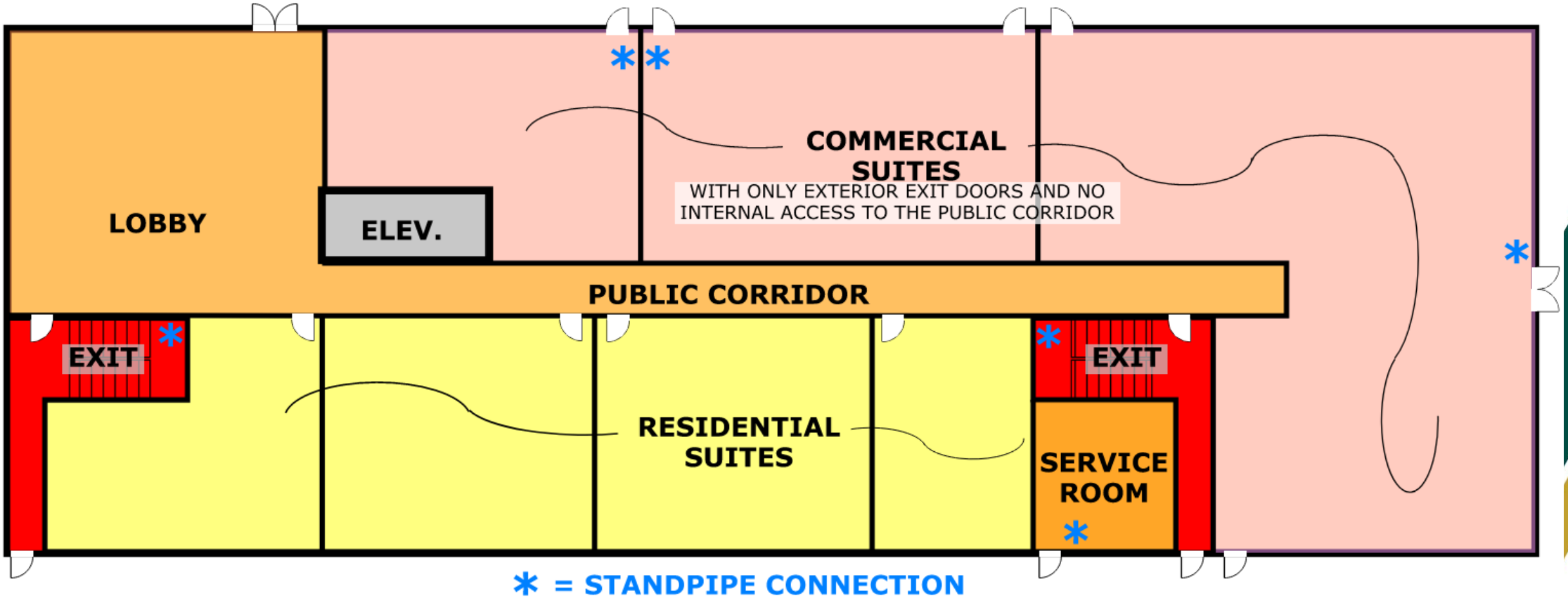
Where portions of the building are cut off from the remainder and **do not have interior access to stairs** (where the standpipe hose connections are located), additional **exit** hose connections will be required.

Example: Service rooms, ground level commercial suites, etc.

- A hose connection shall be provided within 5 m of the main entrance / exit door to the room or suite.
- Additional connections may be required at other exit doors if;
  - the hose reach required by NFPA 14-2013 is exceeded (ie. 61 m / 45.7 m), or
  - the main entrance / exit is **more than 45 m** from the fire access route.

Standpipe Systems

Portions of Building Cut off from Remainder



Barrier-Free

Barrier-Free Path of Travel

Mezzanine barrier-free path of travel exemption 3.8.2.1.(3)(m)

3.8.2.1. Areas Requiring Barrier-Free Path of Travel

(3) A barrier-free path of travel described in Sentence (1) is not required

(m) to the floor level above or below the entrance level in buildings no more than 2 storeys in building height or in 2-storey suites, **unless** the floor level above or below

(i) is served by a passenger elevator, a platform-equipped passenger-elevating device, an escalator or an inclined moving walk,

(ii) is 600sm or more in floor area,

(iii) contains facilities that are not contained on the entrance level, but that are integral to the principal function of the entrance level, **or**

(iv) contains an assembly occupancy more than 100sm in floor area.

(See Appendix Note)

KITCHENER

Barrier-Free Path of Travel

Appendix Note 3.8.2.1.(3)(m)

Access to Facilities on a Floor Level Other than the Entrance Level

Subclause 3.8.2.1.(3)(m)(ii) to (iv) are intended to exempt certain storeys other than the entrance level – including basements and mezzanines that are less than 600sm in floor area or less in floor area in assembly occupancies, that are self-contained, or that contain the same facilities as the entrance level – from the requirement to have a barrier-free path of travel.

Barrier-Free Path of Travel

Appendix Note 3.8.2.1.(3)(m) continued

Examples of buildings and spaces to which this exemption may apply are small office buildings with additional work spaces on the second storey and small restaurants with a second storey that contains only seating.

Barrier-Free Path of Travel

Appendix Note 3.8.2.1.(3)(m) continued

However, if a restaurant's only washrooms are in the basement, they must have a barrier-free path of travel as they are an integral part of the principal function of the first storey. Similarly, staff lunchrooms and washrooms are also integral to the principal function of a restaurant; as such, if they are located in a floor area such as **a second storey, basement or mezzanine that contains essential facilities as described in Subclause 3.8.2.1.(3)(m)(iii), they must have a barrier-free path of travel for potential employees with disabilities**.

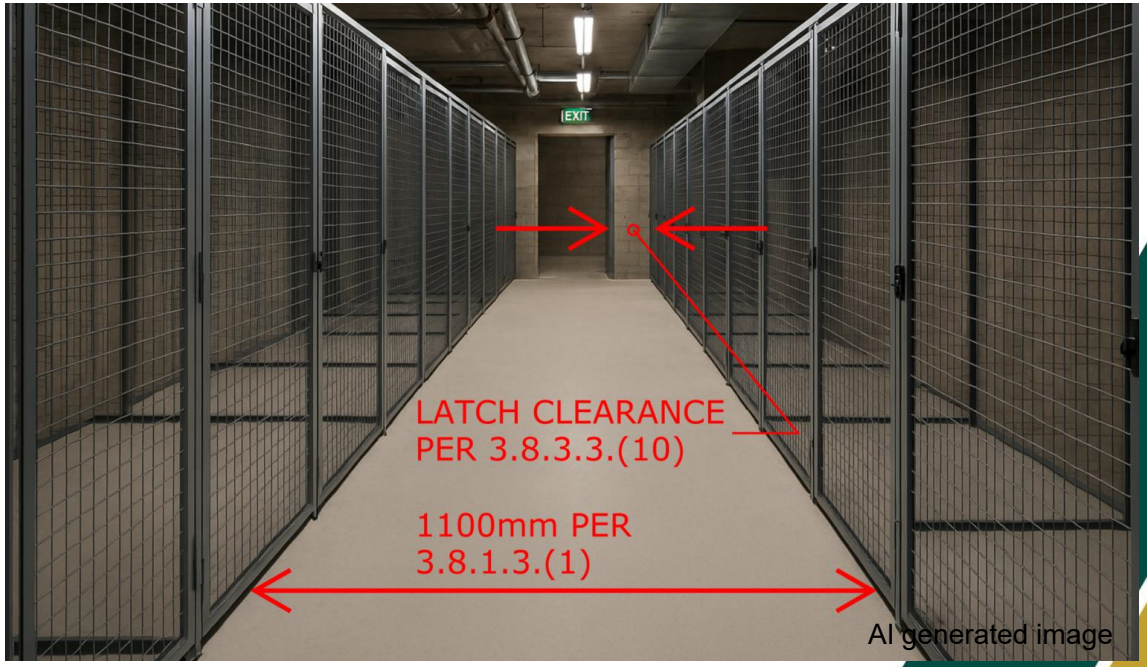
Barrier-Free Path of Travel

Appendix Note 3.8.2.1.(3)(m) continued

Where a building contains more than one floor level, other than the entrance level, each floor level should be considered individually when determining the floor area for the purposes of Subclauses 3.8.2.1.(3)(m)(ii) and (iv). Mezzanines should be considered as a floor level other than the entrance level.

Tenant Storage Lockers

- Rooms containing tenant storage lockers or bicycle storage require a barrier-free path of travel.



Barrier-Free Entrances

3.8.1.2. Entrances (See Note A-3.8.1.2.)

(1) Except as provided in Sentence 3.13.8.1.(2) and except for service entrances, **all pedestrian entrances** to a barrier-free storey of a building referred to in Sentence 3.8.1.1.(1) **shall be barrier-free and shall connect to a barrier-free exterior path of travel complying with Sentence 3.8.2.2.(1).**

AI generated image

Barrier-Free Entrances

A-3.8.1.2. Barrier-Free Entrances.

A barrier-free path of travel should be provided from the sidewalk or roadway and parking areas to a barrier-free building entrance. This route should be located so that persons with disabilities do not have to pass behind parked cars.

Article 3.8.1.2. **applies to all entrances, including public and employee entrances, that provide access to a barrier-free storey**. Doors that open onto exterior facilities that are only accessible from inside the building (e.g., hotel pools) are not considered entrances in the context of Article 3.8.1.2.

Barrier-Free Entrances

What is a Pedestrian Entrance?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- A pedestrian entrance is an entrance used by persons to enter a building for the purposes of accessing the facility or services in the building and includes a public entrance and an employee entrance.

Barrier-Free Entrances

What Entrances Do Not Need to be Barrier-Free?

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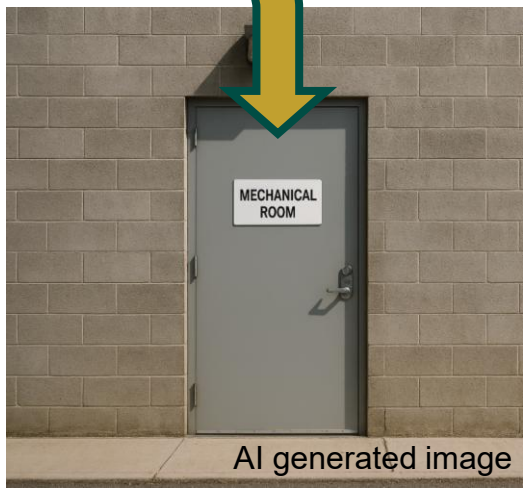
Vehicular Entrances

Barrier-Free Entrances

What Entrances Do Not Need to be Barrier-Free?

Service Entrances

- Loading Docks
  (provided it is not also functioning as the staff entrance)
- Service Rooms
- Or similar



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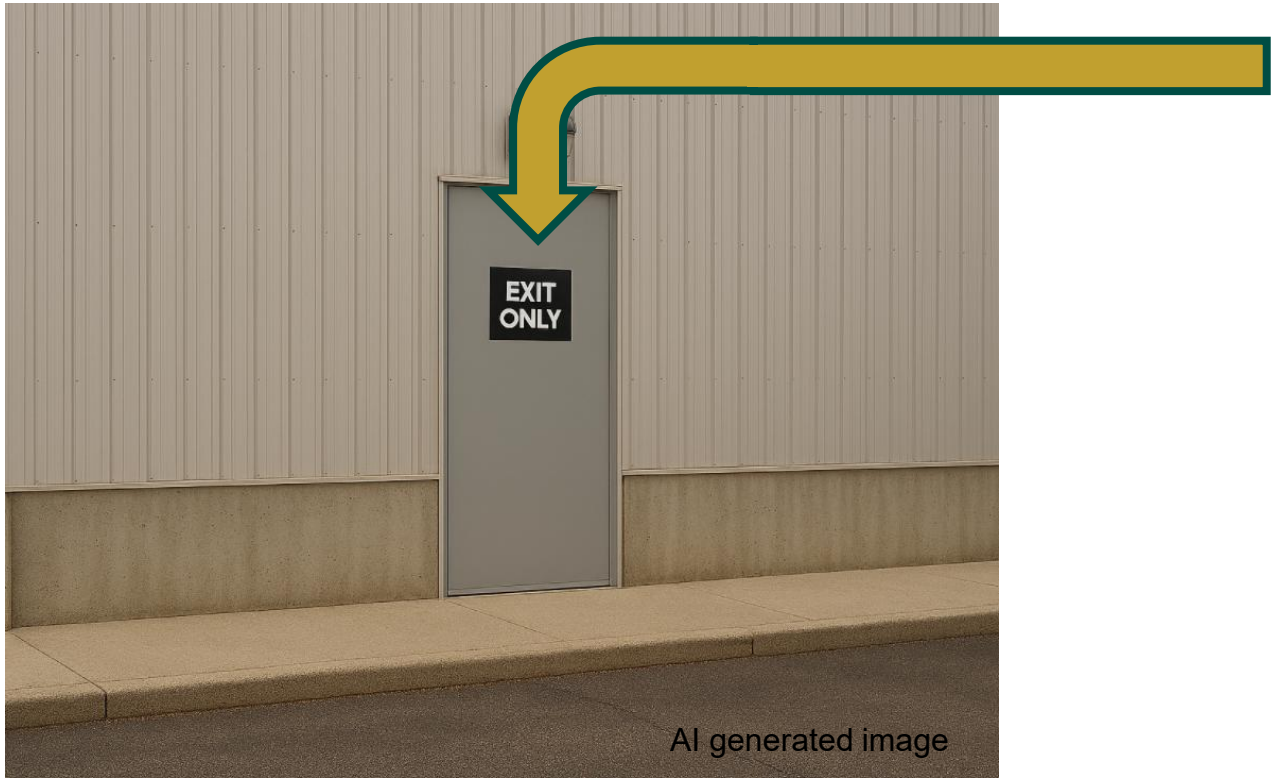
Barrier-Free Entrances

What Entrances Do Not Need to be Barrier-Free?



Exit Only Doors
(Doors intended to be used as and functioning as an exit only)

Barrier-Free Entrances

What Entrances Do Not Need to be Barrier-Free?

Private Exterior Entrances to a Residential Suite

- All suites that are not a designated or required Barrier-Free suite, and
- Designated or required barrier-free suites, provided barrier-free access to the suite has been provided elsewhere (e.g. via an interior public corridor)

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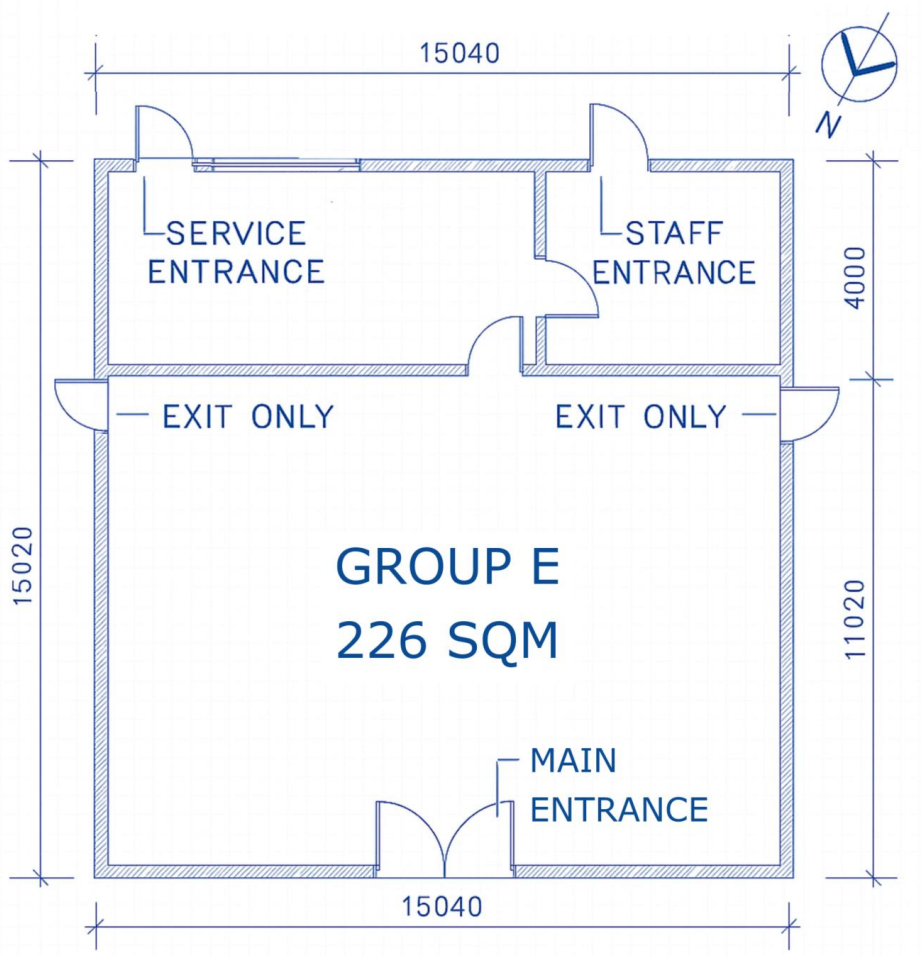
Barrier-Free Entrances

What We Need From the Architect or Designer…



- Clearly identify all pedestrian entrances on the drawings.
- Indicate or note the purpose of each pedestrian entrance door on the floor plan;
  - main public entrance
  - employee entrance
  - service entrance
  - exit only

Part 3 - Building Inspection

Patrick Meagher

Municipal Building Official III

Combustible Elements on Rooftop Amenity Spaces

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Combustible Elements on Rooftop Amenity Spaces

Buildings Requiring Noncombustible Construction

Be mindful of combustible elements;

- wood decks/decking
- pergolas
- roof structures,
- large built-in furniture,
- artificial / synthetic turfs
- saunas
- or other similar features

And if/how these are permitted by the OBC when the building is required to be non-combustible.

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Combustible Elements on Rooftop Amenity Spaces

How to Gage What is Acceptable and What is Not?

Roof Structures or Enclosed Spaces

- Shall be **non-combustible** or comply with S**ubsection 3.1.5. exemptions**.

Intermediate Elements (e.g. pergolas, decks, large built-in furniture, etc.)

- **May** be **permitted to be combustible**, but may require **case-by-case evaluation**, considering:
  - **Total Amount** of combustible elements on the roof
  - **Size and location** of the element relative to roof area
  - **Potential impact** on egress routes, and life safety systems

Minor Elements (e.g. Small furniture, planters, etc.)

- Generally **permitted to be combustible.**

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Combustible Elements on Rooftop Amenity Spaces

What We Need From You…

Architectural Drawings

- Show all proposed elements and features on rooftop amenity spaces
- Indicate the construction materials of each element.

Combustible Elements

- If any combustible elements are proposed (e.g. a wood pergola) submit:
  - The applicable Code provision which allows for it,
    (e.g. the specific provision under Subsection 3.1.5.)

  or

  - rationale explaining why the combustible element is acceptable
    (e.g. it qualifies as a minor combustible element, with reasoning provided)

Occupancy Requirements

Minimum Occupancy Requirements - OBC
Division C, 1.3.3.1.(3)

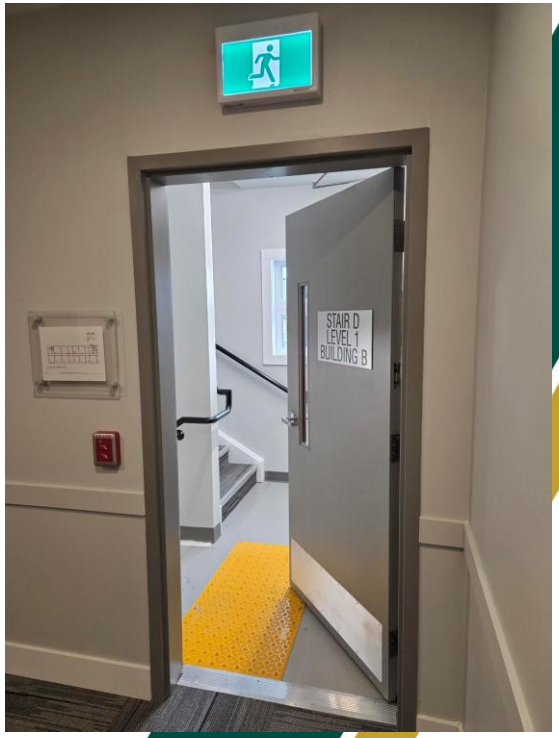
(a) the **structure** of the building or part of it is completed to the roof,

(b) the **enclosing walls** of the building or part of them are **completed to the roof**,

(c) the **walls enclosing the space** to be occupied are completed, including balcony guards,

(d) all required **fire separations and closures** are completed **on all storeys to be occupied**,

(e) all required **exits are completed**, including all fire separations, doors, door hardware, self-closing devices, guards and handrails, **from the uppermost floor to be occupied down to grade** level and below if an exit connects with lower storeys,



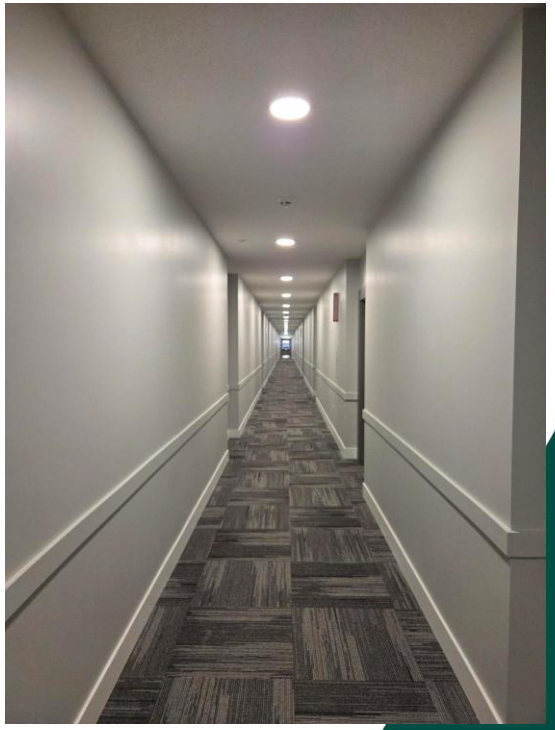
Minimum Occupancy Requirements - OBC
Division C, 1.3.3.1.(3)

(f) all **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,

(g) measures have been taken to **prevent access** to parts of the building and site that are incomplete or still under **construction**,

(h) floors, halls, lobbies and required means of egress are **free of loose materials and other hazards**,

(i) if **service rooms** should be in operation, required fire separations and closures are completed,

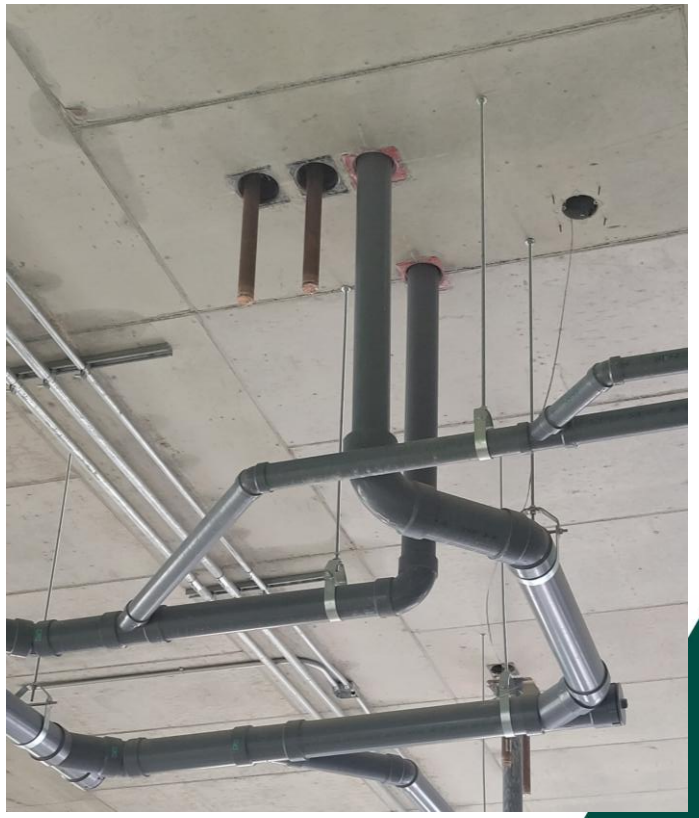


Minimum Occupancy Requirements - OBC
Division C, 1.3.3.1.(3)

(j) all building drains, building sewers, water systems, drainage systems and venting systems are complete and **tested as operational** for the storeys to be occupied,

(k) required **lighting**, heating and electrical supply are provided for the suites, rooms and common areas to be occupied,

(l) required **lighting** in corridors, stairways and exits is completed and operational up to and including all storeys to be occupied,



Minimum Occupancy Requirements - OBC
Division C, 1.3.3.1.(3)

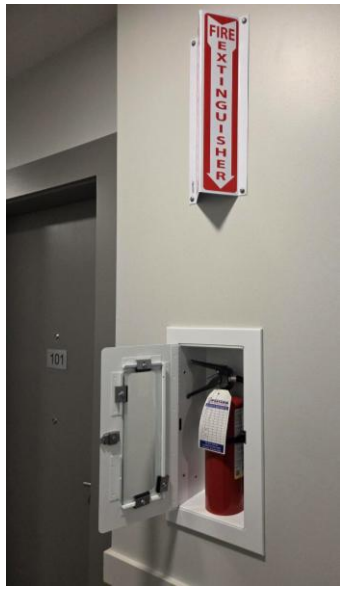
(m) required **standpipe, sprinkler and fire alarm systems** are complete **and operational up to and including all *storeys* to be occupied**, together with required pumper connections for such standpipes and sprinklers,

(n) required **fire extinguishers** have been installed on all *storeys* to be occupied,

(o) main **garbage rooms, chutes and** ancillary services are completed to all *storeys* to be occupied,

(p) required **firefighting access routes** have been provided and are accessible, **and**

(q) the ***sewage system*** has been completed and is operational.



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Occupancy Site Expectations

Ensure all inspections are done leading up to occupancy

Examples:
-Pre-board and rough in inspections and deficiencies cleared
-Fire Stopping & Fire Separations
-HVAC final
-Sprinkler System

Allow for enough time for the required inspections

Typical timelines for general planning. One inspection booking (day) for <u>each item/area</u>;
-1 Floor Level of Suites
-2 Floor Levels of Corridors
-Stairwells
-1 level of Parking garage
-Ground floor exits, service spaces, etc
-Fire Department pre-occupancy inspection

Keep in mind that deficiencies require additional site inspections. The number of site visits will depend on the number of deficient items, building size and are areas being occupied.

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Occupancy Requirements – Typical Reports

Reports required may include;

- **Consultants final report** and all **site visit reports** arising out of general review for all disciplines (Architectural, Mechanical, Electrical, Structural, Site Services)
- All **formal Site Instructions** that have been completed to date on the project for all disciplines (Architectural, Mechanical, Electrical, Structural, Site Services)
- Final report from the engineer responsible for the design and review of the **glass guards on the balconies** and any other applicable areas
- Engineered **shop drawings** for the glass **guards** on the balconies and any other applicable areas
- **Roof anchor certification** report (roof greater than 8 metres above finished grade)
- Final hydro report from **ESA**
- **Emergency light** verification report
- **Emergency generator** commissioning report
- **TSSA** Ontario Elevating Device License

Electrical Safety Authority
www.esasafe.com

TECHNICAL STANDARDS & SAFETY AUTHORITY TSSA

APPENDIX 6.

PEO STANDARD PROJECT COMPLETION NOTICE TEMPLATE
(Note: This letter to be printed on the engineering firm's letterhead)

Building Department Town of Anywhere,
Anywhere, Ontario LOL OLO
Attention: Chief Building Official

Re: Project XYZ
Building Permit No.: Our File No.:

Dear Sir/Madam:

During the course of construction of the above project, personnel from our firm carried out periodic site reviews of [structural, mechanical, electrical] work in accordance with the requirements of Division C, subdivision 1.2.2 of the *Ontario Building Code* and the requirements of section 2 of Ontario Regulation 260/08, made under the *Professional Engineers Act*, 1990, as amended. These reviews were conducted following the procedures described in the Professional Engineers Ontario *Guideline for Professional Engineers Providing General Review of Construction as Required by the Ontario Building Code*.

On the basis of these reviews [and the basis of reports submitted to our firm by independent testing and inspection firms] it is our opinion that the work is in general conformity with the drawings and specifications prepared by [DEF Engineering] under the professional seal of [designer's name], P.Eng., which formed the basis for issuance of the building permit and any changes thereto authorized by the Chief Building Official with the exception of the following: (List deficiencies, uncompleted work, or warranty items outstanding at the time of final visit).

Yours truly,

LICENSED PROFESSIONAL ENGINEER
SAMPLE
PROVINCE OF ONTARIO

XXXXXX, P.Eng.

ABC ENGINEERING

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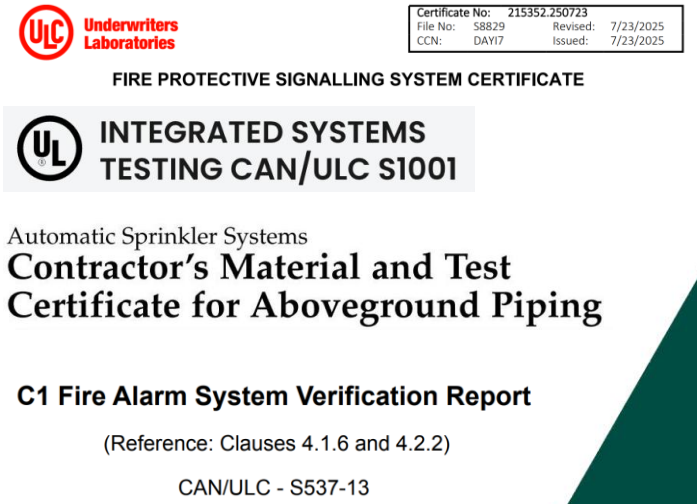
Occupancy Requirements – Typical Reports

Reports (continued);

- Applicable **3rd party testing/inspection** reports
- **Fire alarm verification** report
- Fire alarm **ULC fire alarm monitoring** certificate
- **Integrated systems** testing report
- **Sprinkler** engineers final report (NFPA 13) & contractor material and test certificate
- **Standpipe** engineers final report (NFPA 14) & NFPA 14 standpipe contractor material and test certificate
- **Fire pump** commissioning report
- **Carbon monoxide** and nitrogen dioxide monitoring reporting for the monitoring system installed in the parking garage / storage garage.
- **Fire Safety Plan** to be submitted to the Kitchener Fire Department (fireprevention@kitchener.ca)
- **Fire Hydrant** flow test



Underwriters Laboratories

Certificate No: 215352.250723
File No: S8829 Revised: 7/23/2025
CCN: DAYI7 Issued: 7/23/2025

FIRE PROTECTIVE SIGNALLING SYSTEM CERTIFICATE

INTEGRATED SYSTEMS TESTING CAN/ULC S1001

Automatic Sprinkler Systems
Contractor's Material and Test Certificate for Aboveground Piping

C1 Fire Alarm System Verification Report

(Reference: Clauses 4.1.6 and 4.2.2)

CAN/ULC - S537-13

Occupancy Report Submission

Large submissions may be made via share file

File organization example:

- 1 - Architectural
- 2 - Structural (Consultant reports, Precast, etc.)
- 3 - Mechanical
- 4 - Electrical (Consultant reports, Emergency Light, ESA, CO-NO2, generator, etc.)
- 5 - Soil and Rebar Reports
- 6 - Third party review (Waterproofing, building envelope, etc.)
- 7 - Sprinkler and Standpipe
- 8 - Fire Alarm
- 9 - Integrated Testing Report
- 10 - Shop Drawings and Engineer Review (Balcony Guards, Interior guards/rails, Roof access ladder, etc.)

Organized submission = Quicker turnaround

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Occupancy Requirements – Additional Approvals

- Complete **final plumbing inspection** and submit any plumbing related reports to the plumbing inspector
- Complete inspection from **Kitchener Utilities** for gas installation
  - Gas approval sticker will be installed on gas meter
- **Fire Department** pre-occupancy inspection
  - Building Inspector will arrange a joint inspection

Engineered Judgments

Engineered Judgement vs Alternative Solution

Engineered Judgements

A site specific construction detail for situations where a listed/tested system isn't available due to a unique building condition.

- Must be sealed by a Professional Engineer of Ontario
- Submitted to the Building Inspector during the construction process

Alternative Solution

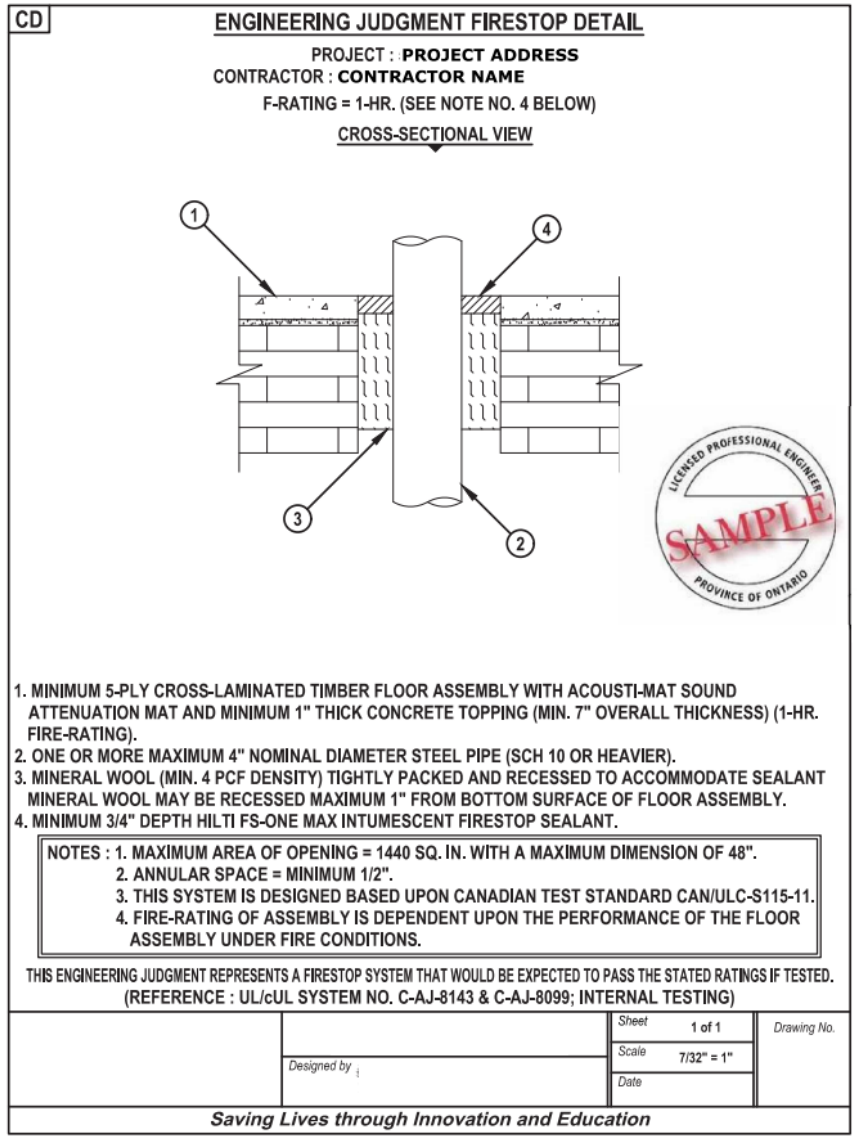
Alternative solutions are proposed designs or methods that deviate from the standard, prescriptive requirements of the OBC, but still demonstrate an equivalent or superior level of safety and performance.

- An Architect or Engineer must submit detailed documentation, including testing data and a formal analysis, to the CBO for review and approval
- Typically submitted with the building permit application (occasionally during construction process)

Engineered Judgement – Fire Stopping

EJs are used to address project-specific challenges like unusual openings, non-standard materials, or difficult site conditions.

An engineered detail is submitted in lieu of a ULC tested assembly. The detail is designed using an expert evaluation of fire-resistance data to create a safe and effective alternative based on the site condition.



CD

ENGINEERING JUDGMENT FIRESTOP DETAIL

PROJECT : **PROJECT ADDRESS**
CONTRACTOR : **CONTRACTOR NAME**
F-RATING = 1-HR. (SEE NOTE NO. 4 BELOW)

CROSS-SECTIONAL VIEW

1. MINIMUM 5-PLY CROSS-LAMINATED TIMBER FLOOR ASSEMBLY WITH ACOUSTI-MAT SOUND ATTENUATION MAT AND MINIMUM 1" THICK CONCRETE TOPPING (MIN. 7" OVERALL THICKNESS) (1-HR. FIRE-RATING).
2. ONE OR MORE MAXIMUM 4" NOMINAL DIAMETER STEEL PIPE (SCH 10 OR HEAVIER).
3. MINERAL WOOL (MIN. 4 PCF DENSITY) TIGHTLY PACKED AND RECESSED TO ACCOMMODATE SEALANT MINERAL WOOL MAY BE RECESSED MAXIMUM 1" FROM BOTTOM SURFACE OF FLOOR ASSEMBLY.
4. MINIMUM 3/4" DEPTH HILTI FS-ONE MAX INTUMESCENT FIRESTOP SEALANT.

NOTES : 1. MAXIMUM AREA OF OPENING = 1440 SQ. IN. WITH A MAXIMUM DIMENSION OF 48".
2. ANNULAR SPACE = MINIMUM 1/2".
3. THIS SYSTEM IS DESIGNED BASED UPON CANADIAN TEST STANDARD CAN/ULC-S115-11.
4. FIRE-RATING OF ASSEMBLY IS DEPENDENT UPON THE PERFORMANCE OF THE FLOOR ASSEMBLY UNDER FIRE CONDITIONS.

THIS ENGINEERING JUDGMENT REPRESENTS A FIRESTOP SYSTEM THAT WOULD BE EXPECTED TO PASS THE STATED RATINGS IF TESTED.
(REFERENCE : UL/cUL SYSTEM NO. C-AJ-8143 & C-AJ-8099; INTERNAL TESTING)

	Designed by	Sheet 1 of 1 Scale 7/32" = 1" Date	Drawing No.

Saving Lives through Innovation and Education

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Other Technical Updates

Matt Ruetz

Municipal Building Official - Technical Specialist

Ministers Rulings & Bill 17

Innovative Materials & Systems

When is a material or system considered innovative?

- When it is not specifically addressed in the OBC,

or

- When a performance standard either does not exist or one does exist but it is not directly referenced in the OBC

Innovative Materials & Systems

Approval Requirements for Innovative Materials & Systems:

- The Building Code Act and Regulations require innovative materials or systems to have a;
  - Building Materials Evaluation Commission **(BMEC) Authorization**,
  - Canadian Construction Materials Center **(CCMC) Evaluation**,

  or
  - **Ministers Ruling**

Innovative Materials & Systems
Bill 17: Ministers Rulings for CCMC

- Bill 17 introduced changes to the Building Code **Act** regarding the **approval of innovative materials.**

> **Rulings by Minister**
> **29(1)** The Minister may, subject to such conditions as the Minister in his or her discretion considers appropriate, make rulings,
> **Repealed** ~~(a) approving the use of innovative materials, systems or building designs evaluated by a materials evaluation body designated in the building code;~~

- However, the OBC **regulation** has **not yet been updated** to reflect these changes.
  - Div.C. 2.4.1.1. – still references BCA Clause(1)(a) and specifies CCMC as the designated evaluation body.
  - Preface (page xi) – indicates Ministers Ruling required for CCMC
- MMAH is working to amend the OBC regulation to align with Bill 17.

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Innovative Materials & Systems
Bill 17: Ministers Rulings for CCMC

Current Understanding & Process

- A **CCMC evaluation** (or BMEC or Ministers Ruling) is still **required** for innovative materials.
- The **Ministers Ruling**, which previously had to accompany all CCMC evaluations, is **no longer required**.
- MMAH may make future amendments relating to approval of innovative materials.

Safety Glazing Marking

Safety Glazing Marking

Where is Safety Glazing required?

Doors and Sidelights

Partitions

Shower and bath enclosures

Guards / Railings

Safety Glazing Marking

Safety Glazing must conform to **CAN/CGSB-12.1** – 2017 which requires the glazing to be **permanently marked / etched** with the following information;

a) **Supplier's name**, distinctive mark or designation.

b) Standard designation: **CAN/CGSB-12.1-2017**.

c) Classification of **test size** (L or U) and **drop height class** (A or B). Plastic glazing does not require drop height.

d) **Place of fabrication** (if fabricator has more than one location fabricating the product).

Minimum Marking	Minimum Marking With Optional Info
SUPPLIER NAME CAN/CGSB-12.1-2017 LA INT PLANT ID(1)	SUPPLIER NAME TEMPERED CAN/CGSB-2017 LA INT PLANT ID(1) DATE CODE

(1) If more than one location

Safety Glazing Marking

Why Permanent Marking Is Important

1. **Verification of Compliance**
   Inspectors rely on permanent markings to verify that the installed glazing meets the safety standards outlined in the OBC. Without visible markings, inspectors cannot confirm compliance.

2. **Prevents Delays and Costly Rework**
   Unmarked glazing will result in inspection delays and may require additional documentation from manufacturers, third-party testing, or replacement of the glazing, leading to unnecessary costs, delays and approvals.

Safety Glazing Marking

What You Can Do

Confirm Markings Before Delivery
Ensure all safety glazing delivered to site is permanently and legibly marked in accordance with CAN/CGSB 12.1.

Inspect Before Installation
Verify that markings are present and legible before installation begins and before the City inspection.

Coordinate with Suppliers
Communicate with suppliers and manufacturers to confirm that all glazing products meet marking requirements prior to ordering.

Educate Installation Teams
Make sure installation crews understand the importance of checking for markings during handling and placement.

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Exterior Fire Rated Walls

Use of Exterior Insulated Sheathing

Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

Overview

The use of continuous exterior insulated sheathing, particularly foamed plastic insulation, has become increasingly common in low-rise residential construction. This trend is largely driven by the energy efficiency prescriptive compliance packages in the Ontario Building Code (OBC), which commonly require continuous insulation on exterior walls.

However, when an exterior wall is required to have a fire-resistance rating (FRR), the use of exterior insulated sheathing (e.g. foamed plastic or mineral fibre) is subject to specific limitations. Supplementary Standards SB-2 and SB-3 are a common source used to determine fire-resistance ratings of building assemblies, particularly Part 9 Residential, and both provide detailed requirements on where and how exterior insulated sheathing may be used.

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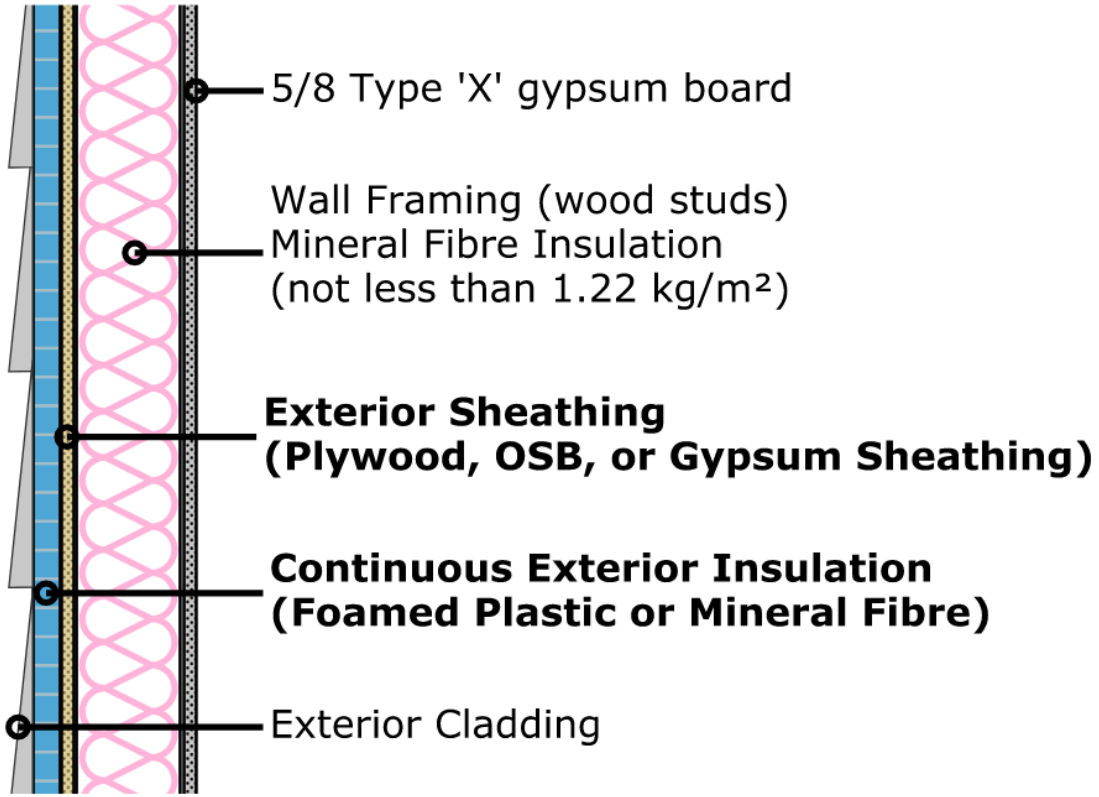
Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

SB-2 - Component Additive Method (Section 2.3.)

- Combining FRR of components listed in various Tables
- Article 2.3.5 outlines additional considerations for various types of assemblies;
  - **Plywood, OSB, or Gypsum Sheathing Required**
  - Continuous exterior insulation (e.g. rigid foam plastic or mineral fibure) only permitted outboard of required sheathing



*Note: Diagram has been intentionally simplified to emphasize fire-resistance requirements. Other environmental or building envelope requirements have been excluded for clarity.

Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

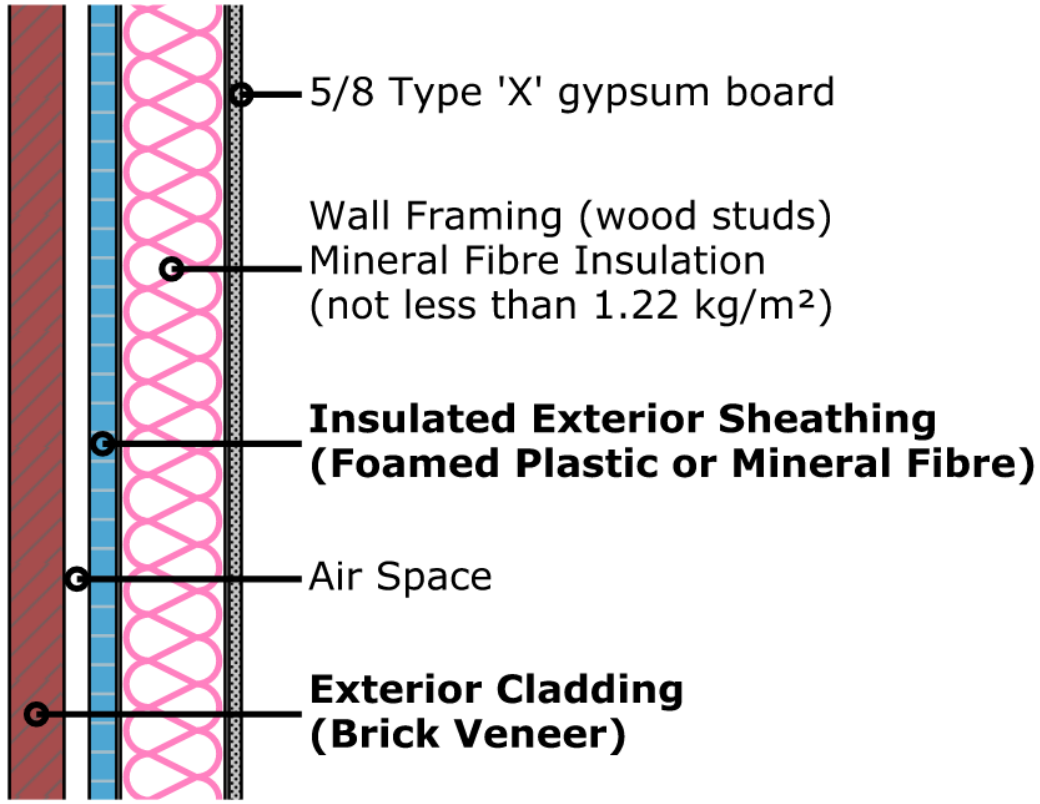
2.3.5. Considerations for Various Types of Assemblies

(2) **Exterior wall** assemblies **required to have a fire-resistance rating** are required to be rated for exposure to fire from the interior side only (See Sentence 3.1.3.7.(3) of Division B of the 2024 Building Code). When deriving a fire-resistance rating for such wall assemblies using the method described in this Subsection, only wood studs with a single layer of gypsum board or non-loadbearing cold-formed-steel studs conforming to Table 2.3.4.E. may be used. Such walls must have a **membrane on the exterior side** of the stud consisting of **plywood, oriented strandboard or gypsum sheathing** and exterior cladding. Additional materials are also permitted between the required sheathing and cladding. The spaces between the studs are to be filled with insulation conforming to CAN/ULC-S702.1, "Standard for Mineral Fibre Thermal Insulation for Buildings, Part 1: Material Specification", and having a mass per unit area of not less than 1.22 kg/m² of wall surface. However, in the calculation of the fire-resistance rating of such an assembly, no additional contribution to fire resistance is to be assigned for a membrane on the non-fire-exposed side, since its contribution is already accounted for in the values assigned to the other components of the assembly.

Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

SB-3 – Pre-Designed Wall Assemblies (Table 1)

- Provides wall assemblies with defined components and corresponding FRR
- Most assemblies require
  - **Plywood, OSB, or Gypsum Sheathing Required**
  - Continuous exterior insulation (e.g. rigid foam plastic or mineral fibure) only permitted outboard of required sheathing
- Only EW1e, EW2j, and EW3k **allow exterior insulated sheathing** without other sheathing
- All three require **brick veneer** cladding

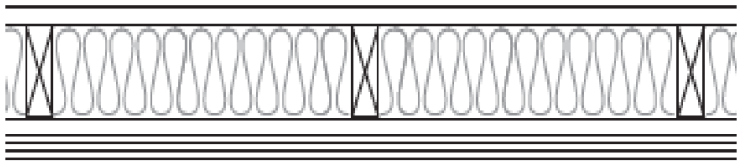


*Note: Diagram has been intentionally simplified to emphasize fire-resistance requirements. Other environmental or building envelope requirements have been excluded for clarity.

Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

SB-3

Table 1
Fire and Sound Resistance of Walls(1)

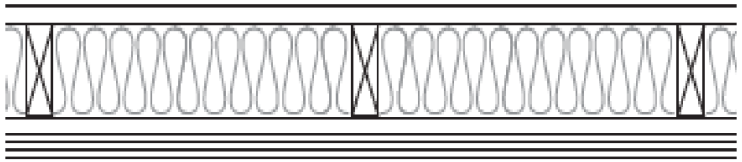
Wall Number	Description	FRR loadbearing	FRR non-loadbearing	STC
EW1	• wood studs • rock or slag fibre insulation(11) • 1 layer gypsum board on inside • exterior sheathing and cladding			
EW1a	EW1 with • 38 mm x 140 mm studs spaced 406 mm or 610 mm o.c. • 15.9 mm Type X gypsum board(7)(15)(16) • exterior OSB or plywood sheathing(17) or exterior gypsum sheathing(18) and cladding(19)	45 min	45 min	N/A

Does not list instated sheathing, therefore it cannot be used for this assembly.

Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

SB-3

Table 1
Fire and Sound Resistance of Walls(1)

Wall Number	Description	FRR loadbearing	FRR non-loadbearing	STC
EW1	• wood studs • rock or slag fibre insulation(11) • 1 layer gypsum board on inside • exterior sheathing and cladding			
EW1e	EW1 with • 38 mm x 140 mm studs spaced 406 mm o.c. • 15.9 mm Type X gypsum board(7)(15)(16) • exterior wood sheathing, exterior gypsum sheathing, **or** insulated exterior sheathing(20) • **masonry veneer cladding** not less than 89 mm thick	45 min	45 min	N/A

Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

Additional Considerations:

- **Non-Combustible Construction**
  Additional provisions may apply for buildings (or parts of buildings) requiring **non-combustible construction or cladding**
  - **Review Articles 9.10.14.5.**, **9.10.15.5.**, **3.2.3.7.**, and **Section 3.1.5.** (as applicable)
  - These are **in addition to SB-2 and SB-3**

- **Alternative Design Approaches**
  Consider designs that do not require continuous exterior insulation;
  - Prescriptive Package **A1**
  - Performance Compliance (e.g. **Energy Modeling**)
  - Other Acceptable Methods - **Energy Star, or R2000**

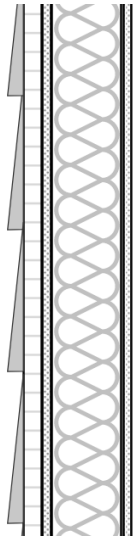
Exterior Fire Rated Walls
Use of Exterior Insulated Sheathing

Helpful Reminders

- Always review **footnotes** in OBC Tables (SB-2 & SB-3) for critical info.
- Ensure building permit submissions clearly identify assemblies requiring FRR **and** the source used to determine each rating:

SB-2

WExt-1



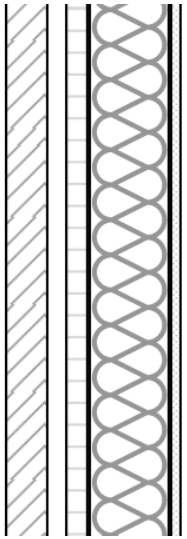
Exterior Wall Type 1

60 minute FRR – SB-2; 2.3.4.

- Horizontal vinyl siding
- 50 mm rigid foam insulation (R10)
- 12.7 mm OSB sheathing
- 38 mm x 89 mm wood studs @ 406 mm o.c. – **20 min**
- Mineral fibre batt Insulation in stud space (R24) – **5 min**
- 6 mil poly vapour barrier
- 16 mm Type X gypsum board – **40 min**

SB-3

WExt-2



Exterior Wall Type 2

45 minute FRR – SB-3; Wall No. EW2j

- Brick Veneer
- 25 mm Air Space
- 50 mm rigid foam insulated sheathing (R10)
- 38 mm x 89 mm wood studs @ 406 mm o.c.
- Mineral fibre batt insulation in stud space (R24)
- 6 mil poly vapour barrier
- 16 mm Type X gypsum board

Fire-Resistance Ratings
Training Webinar - Determination of Ratings

Part 3 (Article 3.1.7.1.)

- Tested to CAN/ULC-S101 – e.g. Listed Assembly (UL, Intertek, etc.)
- SB-2 – Fire Performance Ratings

Part 9 (Article 9.10.3.1.)

- Test methods described in Part 3 – e.g. tested to CAN/ULC-S101
- SB-2 – Fire Performance Ratings
- SB-3 – Fire and Sound Resistance Tables

We will be preparing an Online Training Webinar to educate on these compliance paths.

- **Timeline: Winter / Spring 2026**

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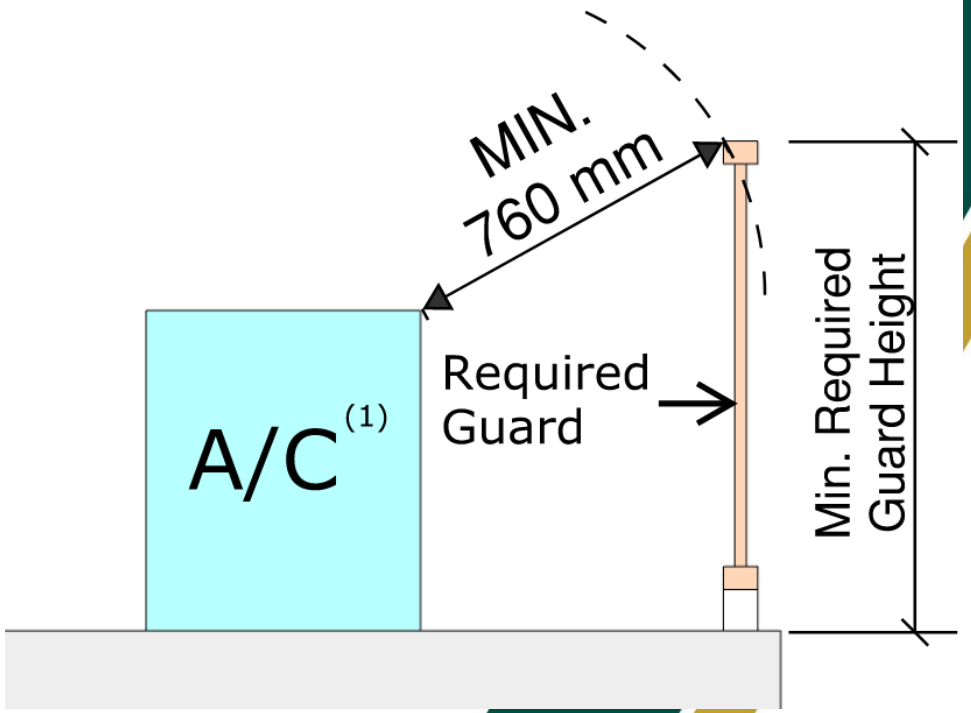
Guard Climbability

Features Adjacent to Guards

Guard Climbability
Features Adjacent to Guards

- When a **guard is required**, the OBC requires it to be **designed to not facilitate climbing**.
- The intent is to limit the probability that preschool aged children will climb the guard and fall.
- To meet the intent of the Code and for safety reasons, **permanently fixed** objects that are near a guard (such as air conditioners, windowsills, surface mounted electrical boxes, etc.) must be considered.



Guard Climbability
Features Adjacent to Guards

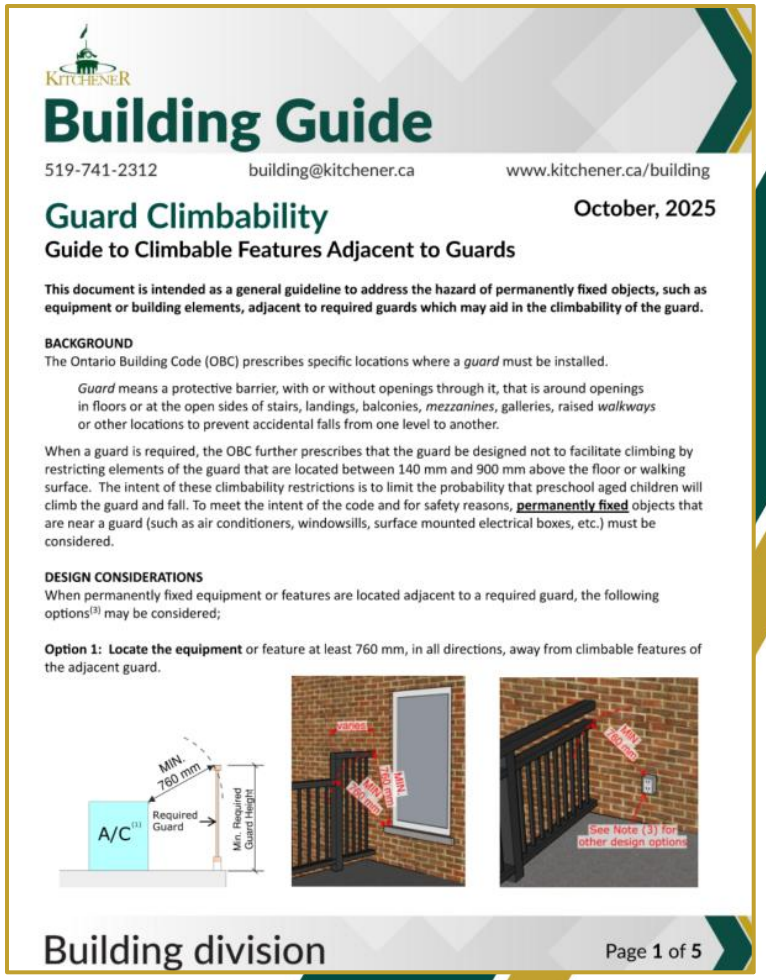
New Building Guide Available

Guard Climbability
Guide to Climbable Features Adjacent to Guards

https://www.kitchener.ca/en/resourcesGeneral/Guide-to-Climbable-Features-Adjacent-to-Guards.pdf

This new guide provides comprehensive guidance on addressing hazards posed by permanently **fixed** objects located adjacent to guards that may increase climbability. It includes:

- **Detailed illustrations** to help identify potential risks.
- **Guidance** of what types of features may be considered climbable.
- **Practical recommendations** for mitigating climbability hazards.



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Building Guide

519-741-2312 building@kitchener.ca www.kitchener.ca/building

Guard Climbability

October, 2025

Guide to Climbable Features Adjacent to Guards

This document is intended as a general guideline to address the hazard of permanently fixed objects, such as equipment or building elements, adjacent to required guards which may aid in the climbability of the guard.

BACKGROUND

The Ontario Building Code (OBC) prescribes specific locations where a *guard* must be installed.

Guard means a protective barrier, with or without openings through it, that is around openings in floors or at the open sides of stairs, landings, balconies, *mezzanines*, galleries, raised *walkways* or other locations to prevent accidental falls from one level to another.

When a guard is required, the OBC further prescribes that the guard be designed not to facilitate climbing by restricting elements of the guard that are located between 140 mm and 900 mm above the floor or walking surface. The intent of these climbability restrictions is to limit the probability that preschool aged children will climb the guard and fall. To meet the intent of the code and for safety reasons, **permanently fixed** objects that are near a guard (such as air conditioners, windowsills, surface mounted electrical boxes, etc.) must be considered.

DESIGN CONSIDERATIONS

When permanently fixed equipment or features are located adjacent to a required guard, the following options[3] may be considered;

Option 1: Locate the equipment or feature at least 760 mm, in all directions, away from climbable features of the adjacent guard.

Building division

Page 1 of 5

Fire Alarms for Sprinklered Buildings

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Fire Alarm for Sprinklered Buildings

2024 OBC harmonized with the 2020 NBC which requires;

- **Fire Alarm in Sprinklered Buildings**

3.2.4. Fire Alarm and Detection Systems (See Note A-3.2.4.)

3.2.4.1. Determination of Requirement for a Fire Alarm System

(1) Except as permitted in Sentences (2) and (3), a fire alarm system shall be installed in buildings in which an automatic sprinkler system is installed.

There are currently no Part 11 Compliance Alternatives to this which has raised the question;
How does this apply this to <u>Existing</u> Buildings?

Fire Alarm for Sprinklered Buildings
Application to **Existing** Buildings

Buildings with Existing Sprinkler Systems but NO Fire Alarm

For buildings that already have sprinklers, a fire alarm system is only required when the proposed construction or change of use triggers one or more of the conditions outlined in Clauses **3.2.4.1.(4)(a) to (n);**

a) a contained use area,

b) an impeded egress zone,

c) more than 3 storeys, including storeys below the first storey,

d) a total occupant load more than 300, other than in open air seating areas,

e) an occupant load more than 150 above or below the first storey, other than in open air seating areas,

f) a school, college or child care facility, including a day care facility, with an occupant load more than 40,

g) a licensed beverage establishment or a licenced restaurant, with an occupant load more than 150,

h) a low-hazard industrial occupancy with an occupant load more than 75 above or below the first storey,

i) a medium-hazard industrial occupancy with an occupant load more than 75 above or below the first storey,

j) a residential occupancy with sleeping accommodation for more than 10 persons,

k) a high-hazard industrial occupancy with an occupant load more than 25,

l) an occupant load more than 300 below an open air seating area,

m) a care and treatment occupancy for more than 10 persons receiving care or treatment, or

n) a care occupancy for more than 10 persons receiving care.

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Fire Alarm for Sprinklered Buildings
Application to **Existing** Buildings

Existing Buildings with Sprinkler Systems but NO Fire alarm

Scenario: Shell Building with Sprinkler System, Constructed Under 2012 OBC with Tenant Fit-up Under 2024 OBC

Context: A shell building is constructed under the 2012 OBC which is sprinklered but does not have a fire alarm system. A tenant fit-up permit is submitted under the 2024 OBC.

Interpretation: A fire alarm system is not automatically required under Sentence 3.2.4.1.(1) unless the tenant fit-up triggers conditions under Clauses 3.2.4.1.(4)(a) to (n).

Fire Alarm for Sprinklered Buildings
Application to **Additions**

Existing Buildings where a Sprinklered Addition is proposed

Where a new sprinklered addition is proposed to an existing unsprinklered building, the requirements for a fire alarm would be evaluated on a case-by-case basis, considering the scope and impact of the proposed work.

Fire Alarm for Sprinklered Buildings
Application to **Additions**

Scenario: Minor / Small Addition to Existing Building

Context A: A minor / small addition is proposed to an existing **sprinklered** building that does not have a fire alarm system.

Context B: A minor / small addition is proposed to an existing **non-sprinklered** building that does not have a fire alarm system, and the proposed addition triggers sprinklers for the addition portion under the new 3.2.2. classification

Interpretation: The relative size of the addition compared to the existing building would be considered. Each case may be assessed on its own merits.

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Fire Alarm for Sprinklered Buildings
Application to **New Sprinkler Installations**

Existing Buildings where the requirement for a Sprinkler System is Triggered through the renovation

Where a new sprinklered addition is proposed to an unsprinklered building, the requirements for a fire alarm would be evaluated on a case-by-case basis, considering the scope and impact of the proposed work.

Fire Alarm for Sprinklered Buildings
Application to **New Sprinkler Installations**

Scenario A: Renovation or Change of Use – Review of Early Warning and Evacuation Systems (Table 11.4.3.3.)Triggered

Context: An existing sprinklered building is undergoing a renovation and/or change of use. Through Part 11 or Section 3.18. review and evaluation of the early warning and evacuation systems in conformance with Table 11.4.3.3. is triggered and per item (e) is to be checked against fire alarm systems in Subsection 3.2.4.

Interpretation: A fire alarm system may not be automatically required unless the renovation or change of use triggers conditions under Clauses 3.2.4.1.(4)(a) to (n).

Table 11.4.3.3.
For Evaluation and Upgrading of Early Warning/Evacuation
Forming Part of Sentences 11.4.3.3.(1) and 11.4.3.4.(3)

Notes	Early Warning and Evacuation, Evaluation and Upgrading	Part 11 *Compliance Alternative*(1)
(2)	Early warning and evacuation to be checked against (a) *access to exit* widths based on *occupant load* in Subsection 3.3.1. or 9.9.3.; (b) *exit* widths based on *occupant load* in Subsection 3.4.3. or 9.9.3.; (c) *exit* signs in Subsection 3.4.5. or 9.9.11.; (d) lighting of *exits*, lighting of *access to exits* and emergency lighting in Subsection 3.2.7. or 9.9.12.; (e) fire alarm system in Subsection 3.2.4. or 9.10.18.; (f) *smoke alarms* in Subsection 9.10.19.; (g) travel distance and number of *exits* in other Parts; and (h) door release hardware requirements in Articles 3.3.1.13. and 3.4.6.16., and deficiencies shall be upgraded.	EARLY WARNING (a) *Compliance alternatives* as listed may be used. EVACUATION (b) *Compliance alternatives* as listed to *access to exit* and *exit* widths, number of *exits*, door release hardware, and travel distance may be used.
(3)	Early warning and evacuation to be checked against (a) *access to exit* widths based on *occupant load* in Subsection 3.3.1. or 9.9.3.; (b) *exit* widths based on *occupant load* in Subsection 3.4.3. or 9.9.3.; (c) *exit* signs in Subsection 3.4.5. or 9.9.11.; (d) lighting of *exits*, lighting of *access to exits* and emergency lighting in Subsection 3.2.7. or 9.9.12.; (e) fire alarm system in Subsection 3.2.4. or 9.10.18.; (f) *smoke alarms* in Subsection 9.10.19.; (g) travel distance and number of *exits* in other Parts; (h) smoke control measures, and at least one elevator to permit transport of firefighters to all floors in *hotels* whose floor level is more than 18 m high measured between *grade* and floor level of the top *storey* as per Subsection 3.2.6., and (i) door release hardware requirements in Articles 3.3.1.13. and 3.4.6.16., and deficiencies shall be upgraded.	EARLY WARNING (a) *Compliance alternatives* as listed may be used. EVACUATION (b) *Compliance alternatives* as listed to *access to exit* and *exit* widths, number of *exits*, door release hardware, and travel distance may be used.

Notes to Table 11.4.3.3.:

(1) See Tables 11.5.1.1.-A to 11.5.1.1.-F for *compliance alternatives* that may be used.

(2) Applies to change of *major occupancy* to one of equal or lesser hazard, and to increase in *occupant load* by 15% or less.

(3) Applies to change of *major occupancy* to one of greater hazard, and to increase in *occupant load* greater than 15%.

Fire Alarm for Sprinklered Buildings
Application to **New Sprinkler Installations**

Scenario A: Renovation or Change of Use – Sprinklers Proposed as Alternative Compliance (Table 11.4.3.4.-A)

Context: An existing building proposes a renovation and/or change of use. Through a Part 11 or Section 3.18. review Additional Upgrading in accordance with Table 11.4.3.4.-A. is triggered and the Designer chooses to provided sprinklers in locations where assemblies do not comply.

Interpretation: The scope of work and extent of the sprinkler system installation in comparison to the building or suite should be evaluated. Where a partial system is installed and only protects a small portion of the building, it **may** be only required if the conditions in Clauses 3.2.4.1.(4)(a) to (n) are met.

Table 11.4.3.4.-A
Additional Upgrading
Forming Part of Sentences 11.2.1.1.(2) and 11.4.3.4.(1)

New *Major Occupancy* (*H.I.*) Number[3]	Increase of *C.I.* to Equal *H.I.* to Support New *Major Occupancy*	Additional Required Upgrading	Part 11 Alternative Compliance (A.C.)	Comments[1][2]
H.I. 2	*C.I.* 1 to 2	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 2	(a) Provide early warning system, or (b) Comply with any A.C.'s in Col. 4.	
H.I. 3	*C.I.* (1 or 2) to 3	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 3	(a) Provide early warning system, or (b) Comply with any A.C.'s in Col. 4.	*Combustible* to *Combustible* only.
H.I. 4	*C.I.* (1, 2 or 3) to 4	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 4	Provide sprinklers in locations where assemblies do not comply with Table 11.2.1.1.-A	*Combustible* to *Combustible*. *Noncombustible* to *Noncombustible*.
H.I. 5	*C.I.* 4 to 5	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 5	Provide sprinklers in locations where assemblies do not comply with Table 11.2.1.1.-A	
H.I. 5	*C.I.* (1, 2 or 3) to 5	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 5	Provide sprinklers in locations where assemblies do not comply with Table 11.2.1.1.-A	*Combustible* to *Combustible*. *Noncombustible* to *Noncombustible*.
H.I. 6	*C.I.* 5 (*Noncombustible*) to 6	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 6	(a) Provide sprinkler system, plus 45 min roof rating.	
H.I. 6	*C.I.* 5 (*Heavy timber*) to 6	Comply with A.C.	(b) Provide sprinkler system.	
H.I. 6	*C.I.* 5 (*Combustible*) to 6	Comply with A.C.	(c) Provide 1 h rating plus sprinkler system.	
H.I. 6	*C.I.* (3 or 4) to 6*	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 6	(d) Provide sprinkler system, plus 45 min rating.	* For *Noncombustible construction* only.
H.I. 6	*C.I.* (1, 2, 3 or 4) to 6**	Comply with A.C.	(e) Provide 1 h rating plus sprinkler system.	** For *Combustible construction* only.
H.I. 7	*C.I.* 6 to 7	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 7	(a) Provide sprinkler system.	
H.I. 7	*C.I.* (3, 4 or 5) to 7*	Comply with Table 11.2.1.1.-A ratings for *C.I.* of 7	(b) Provide 1 h rating plus sprinkler system.	* For *Noncombustible construction* only.

Fire Alarm for Sprinklered Buildings
Application to **Voluntary Installations**

Existing Buildings where a Sprinkler System is Voluntarily Installed

Where a sprinkler system is **voluntarily** installed in an existing building a fire alarm **may** only be required when the proposed construction or change of use triggers one or more of the conditions outlined in Clauses **3.2.4.1.(4)(a) to (n);**

Key Considerations:

- **Sprinkler Design:** The sprinkler system should be installed in accordance with NFPA 13, as described in the Preface to the OBC (page *i*)
- **Code Compliance:** Since not all requirements of the Code are met (e.g. no fire alarm system) the building should be considered as **not sprinklered** for Code purposes. This means it does not qualify for benefits typically granted to sprinklered buildings, such as; increased travel distances, reduced fire separation ratings, etc.

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Miscellaneous Updates

Compliance with 2024 OBC

- Design, **including products and materials** used, must comply with the 2024 OBC.
  - Includes (but not limited to): prefabricated guards, composite decking, supplemental engineering packages.
- No official cutoff date exists, however **any seal dated prior to April 10, 2024** cannot reflect compliance with the 2024 OBC.
- If the applicable Code edition is unclear, we must follow up, which **delays the process**.
- **Best Practice:** Clearly **indicate which edition of the OBC** was used for design **on the drawings**.

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Secondary Suites - Update

There are still lots of questions…

- MMAH is working on a Guidance Document
  - Expected early 2026
  - Future OBC Amendment may follow the guidance document

- Kitchener is working with the Wellington Waterloo Regional Chief Building Officials Committee (WWRCBOC) on Secondary Suite provisions to support local consistency
  - Work is ongoing and more updates and possible guidance documents to follow once this work is complete.

Secondary Suites
Clearing Up Some of the Questions

Shared Furnaces (Air Distribution Systems)

- **Brand New Construction**
  Separate furnaces required for each dwelling unit, as well as separate heating system for common spaces.
- **Conversions (Buildings less than 5 years old)**
  Separate furnaces required for each dwelling unit, as well as separate heating for common spaces.
- **Conversions (Buildings more than 5 years old)**
  Shared furnace permitted for both dwelling units as well as common spaces, provided a smoke duct detector is installed in accordance with Part 11 Compliance Alternatives.

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Secondary Suites
Clearing Up Some of the Questions

Closures in a Smoke-Tight Barrier

- The OBC still does not contain provisions for openings, such as doors, in smoke-tight barriers.

Interim Interpretation:

Doors in smoke-tight barriers shall;

- be solid-core, wood doors at least 45 mm thick, **OR**
- have a minimum 20-minute fire protection rating,

and

- have a self-closing device, and positive latch.

Radon / Soil Gas Control - Update

There are still lots of questions…

- Future OBC Amendment may be coming
- MMAH Guidance Document in the Works
  - Expected early 2026

- Home Construction Regulatory Authority (HRCA) Guides
  - Home Building Basics: What Licensed Builders Need to Know About Radon
    - https://www.hcraontario.ca/wp-content/uploads/2025/10/HCRA-Radon-Code-Brief.pdf
  - Beyond Homeownership: What Every Homeowner Should Know about Radon
    - https://www.hcraontario.ca/wp-content/uploads/2025/10/HCRA-Radon-Consumer-Guide.pdf

If after the release of the MMAH guide and OBC amendment, if further guidance is needed we may produce a guide.

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Other Code Updates

MMAH Guide Development – Updates & New Releases

Updated Guides (in progress):

- Modular Homes
- Laneway Homes
- Secondary Suites
- Tiny Homes

New Guides (in development):

- Secondary Suites
- Farm Buildings
- Stairs, Ventilation & Radon

Expected early 2026

Other Code Updates

2025 National Building Code of Canada (NBC)

- Expected to be released late 2025 or early 2026
- MMAH will have 18 months to update the OBC

2024 OBC – Digital / PDF version

- MMAH has removed all locks on the PDF (copy, paste, etc.)
- To request a copy, visit; https://www.ontario.ca/page/2024-ontario-building-code

Final Words

Mike Seiling

Director of Building / Chief Building Official

Tips & Tricks

Status Letter Checklist

Current Status Letter Format

KITCHENER

Development Services Department
Building Division
200 King St. W., 5th Floor
Kitchener, ON N2G 4G7
Ph. 519-741-2312
TTY 1-866-969-9994
building@kitchener.ca
www.kitchener.ca

Building Permit Status Letter

November 20, 2025

Applicant:
Applicants Name and Company
Address of Applicant

Regarding Permit #: 25 000123
Residential/Commercial - New Construction
Permit is for balance of construction for a 16 storey apartment building with commercial units on ground floor and underground parking garage.
at:
123 FAKE ST

The Building Division has commenced a review of your building permit application based on drawings and documents submitted. As per the Building Code, Division C, Sentence 1.3.1.3.(1), this letter is your written notification listing the outstanding deficiencies. This building permit cannot be issued until the following deficiencies are resolved:

1. Site Plan Approval required prior to permit issuance.
2. Window callouts and window schedule missing
3. The building area indicated in the OBC matrix appears incorrect. Please Review.
4. The spatial separation information in the matrix does not indicate any fire resistance ratings, which would be required for some of the walls. Please review and update as required.
5. Where the spatial separation exposing building faces are grouping various occupancies the most restrictive shall be used, therefore must use Table 3.2.3.1.E. Please review and update as required.
6. Unit No 001 on floors 2-4 indicates a bedroom window in a wall that is closer than 1.2m to the property line where no unprotected openings are permitted.
7. Specify which elevator will be designated as the fire fighter elevator conforming to 3.2.6.5. In addition in the 3.2.6. Summary specify which option out of 3.2.6.5.(3) will you be doing and clarify how compliance with OBC DivB 3.2.6.5.(6) will be achieved for the protection of electrical conductors serving the fire fighter elevator.
8. OBC DivB 3.2.6.7. Requires that the CACF room be sound proofed. The wall type proposed (PG12) does not specify any STC rating / sound proofing. Please review and update as required.
9. The roof schedule appears to be missing roof types that include the decking system at suite balconies, amenity terrace areas, etc.
10. The travel distance along both parking garage ramps exceeds the maximum 45m to an exit or exterior door swinging on a vertical access. Review design to achieve required travel distance to a compliant exit door.
11. A single door is proposed at the end of the exit corridor on the ground floor. Confirm the total occupant load required for the design of this exit corridor and confirm the proposed door is in conformance with the required exit width based on the occupant load in accordance with OBC DivB. 3.4.3.1. and 3.4.3.2.
12. The ramp proposed for the party room on the 6th floor shall comply with the requirements of OBC DivB 3.4.3.4. Provide details of the construction of this ramp.
13. The Mechanical, Electrical and Structural drawings are not coordinated with the Architectural drawings.
14. The penthouse mechanical rooms and elevator machine room are not permitted to open directly into an exit as per OBC DivB 3.4.4.4.(7).
15. Fire fighter handsets as required by OBC DivB 3.2.4.23.(6) are missing outside of the ground floor exit stair shafts and mechanical penthouse exit stair shafts.
16. Exit signs and pull stations required into exit stair A from both the elevator machine room and the Boiler room.
17. Rain water leader and sanitary riser are not permitted within the exit corridor on the ground floor.
18. Clarify how the horizontal standpipe will be protected through the parking garage.

Note: Partial submissions that fail to address all the outstanding deficiencies will not be accepted. Resubmission must be complete to avoid any further delay. Once all relevant documents listed above are gathered please forward a digital copy to my attention.

Should you have any questions regarding the above list please contact myself for clarification at your earliest convenience.

Regards,

Plans Examiner

Plans Examiner Name, C.E.T., CBCO
Municipal Building Official
Bus: 519 741-2200
Fax: 519-741-2775
PlansExaminerEmail@kitchener.ca

KITCHENER

Proposed Status Letter Checklist Format

KITCHENER

Development Services Department
Building Division
200 King St. W., 5th Floor
Kitchener, ON N2G 4G7
Ph. 519-741-2312
TTY 1-866-969-9994
building@kitchener.ca
www.kitchener.ca

Building Permit Status Letter

November 20, 2025

Applicant:
Applicants Name and Company
Address of Applicant

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- ☐ **5.** Where the spatial separation exposing building faces are grouping various occupancies the most restrictive shall be used, therefore must use Table 3.2.3.1.E. Please review and update as required.
- ☐ **6.** Unit No 001 on floors 2-4 indicates a bedroom window in a wall that is closer than 1.2m to the property line where no unprotected openings are permitted.
- ☐ **7.** Specify which elevator will be designated as the fire fighter elevator conforming to 3.2.6.5. In addition in the 3.2.6. Summary specify which option out of 3.2.6.5.(3) will you be doing and clarify how compliance with OBC DivB 3.2.6.5.(6) will be achieved for the protection of electrical conductors serving the fire fighter elevator.
- ☐ **8.** OBC DivB 3.2.6.7. Requires that the CACF room be sound proofed. The wall type proposed (PG12) does not specify any STC rating / sound proofing. Please review and update as required.
- ☐ **9.** The roof schedule appears to be missing roof types that include the decking system at suite balconies, amenity terrace areas, etc.
- ☐ **10.** The travel distance along both parking garage ramps exceeds the maximum 45m to an exit or exterior door swinging on a vertical access. Review design to achieve required travel distance to a compliant exit door.
- ☐ **11.** A single door is proposed at the end of the exit corridor on the ground floor. Confirm the total occupant load required for the design of this exit corridor and confirm the proposed door is in conformance with the required exit width based on the occupant load in accordance with OBC DivB. 3.4.3.1. and 3.4.3.2.
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- ☐ **17.** Rain water leader and sanitary riser are not permitted within the exit corridor on the ground floor.
- ☐ **18.** Clarify how the horizontal standpipe will be protected through the parking garage.

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Regards,

Plans Examiner

Plans Examiner Name, C.E.T., CBCO
Municipal Building Official
Bus: 519 741-2200
Fax: 519-741-2775
PlansExaminerEmail@kitchener.ca

KITCHENER

Contact Information

Presented By:

City of Kitchener Building Division

200 King Street West – Customer Service Centre

519-741-2312

IRV 519-741-2761

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building@kitchener.ca

www.kitchener.ca/building

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