



A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Permit number			
B. Area to be occupied			
Describe area(s) to be occupied (please be specific)			Total units to be occupied (if applicable)
C. Applicant			
Applicant is: Owner or Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
E. Inspection			
Requested Inspection Date	Proposed Occupancy Date .	Site Superintendent's Name	
Site Phone No.			

F. Declaration of applicant

To the Chief Building Official

The undersigned hereby applies for a permit to authorize the occupancy of the building described above prior to it's completion in accordance with the Ontario Building Code Act and Regulation thereunder.

I, _____, of the _____ of _____ in the
select one name of municipality
of _____, confirm
select one name of region/county

1. That I am the OWNER AUTHORIZED AGENT OF THE OWNER, named in this application:



I _____ declare
(print name)

1. That the statements contained in the said application are true and made with full knowledge of the circumstances connected with the same;
2. That the plans (if any) submitted, show the total number of units and/or the total amount of floor area of the building for which occupancy is requested
3. That occupancy will not be permitted until the permit is issued by this Department.

Date

Signature of applicant

The personal information on this form is collected under the authority of the Municipal Act. The information is used to process your request. Questions about this collection can be directed to Director of Building Services, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3, Phone: 905-845-6601.

APPLICANTS CHECKLIST OF AUTHORITY TO OCCUPY

PLEASE REVIEW THE FOLLOWING ONTARIO BUILDING CODE REQUIREMENTS
AND VERIFY IN THE BOXES PROVIDED, THAT THE ITEMS WILL BE COMPLETE
AND/OR COMPLIED WITH PRIOR TO INSPECTION

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	The structure of the building is complete to the roof.
<input type="checkbox"/>	<input type="checkbox"/>	The enclosing walls of the building are completed to the roof.
<input type="checkbox"/>	<input type="checkbox"/>	The walls enclosing the space to be occupied are completed, including balcony guards.
<input type="checkbox"/>	<input type="checkbox"/>	All required fire separations and closures are completed on all storeys to be occupied.
<input type="checkbox"/>	<input type="checkbox"/>	All required exits are completed and fire separated including all door hardware, self-closing devices, balustrades and handrails from the uppermost floor to be occupied, down to grade level and below if an exit connects with lower storeys.
<input type="checkbox"/>	<input type="checkbox"/>	Measures have been taken to prevent access to parts of the building and site that are incomplete or still under construction.
<input type="checkbox"/>	<input type="checkbox"/>	Floors, halls, lobbies and required means of egress are kept free of loose materials and other hazards.
<input type="checkbox"/>	<input type="checkbox"/>	Required lighting in corridors, stairways and exits is complete and operational up to and including all storeys to be occupied.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	If service rooms should be in operation, required fire separations are completed and all closures installed.
<input type="checkbox"/>	<input type="checkbox"/>	Main garbage rooms, chutes and ancillary services thereto are completed to storeys to be occupied.
<input type="checkbox"/>	<input type="checkbox"/>	Required standpipe, sprinkler and fire alarm systems are complete and operational up to and including storeys to be occupied, together with required pumper connections for such standpipes and sprinklers. (Provide certification and verification certificates.)
<input type="checkbox"/>	<input type="checkbox"/>	Required fire extinguishers have been installed on all storeys to be occupied.
<input type="checkbox"/>	<input type="checkbox"/>	Required fire fighting access routes have been provided and are accessible and are capable of sustaining required loads.
<input type="checkbox"/>	<input type="checkbox"/>	All building drains, building sewers, water systems, drainage systems and venting systems are complete and tested as operational for the storeys to be occupied.
<input type="checkbox"/>	<input type="checkbox"/>	Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied.
<input type="checkbox"/>	<input type="checkbox"/>	Submit General Field Review Reports from all Consultants pertaining to the area to be occupied, indicating area is complete for occupancy.