



Building Occupancy Permits

OBJECTIVE:

The Building Occupancy Permit is used to establish continuing control over building standards and land uses by authorizing via the Building Occupancy Permit, an owner to occupy or use his own property. It is another means of assuring that work for which a building permit has been issued has actually been done in accordance with the terms of the permit, and that the use of the building will be consistent with the regulations.

GUIDELINES FOR ISSUANCE

(A) THE FINAL BUILDING OCCUPANCY PERMIT:

The Final Building Occupancy Permit shall be issued for any building, provided that the construction work for which the permit had been taken out, including all mechanical and electrical installations associated with said construction work have been completed in all respects with the requirements of the Building By-law together with the development of the site as required by the Zoning By-laws.

(B) THE INTERIM BUILDING OCCUPANCY PERMIT:

An Interim Building Occupancy Permit may be issued for partial use of a building (floor, wing or defined area) or for the entire building pending its completion, provided that such occupancy does not jeopardize life or property and that such occupancy complies with the use requirements of the applicable Zoning By-laws.

The following items where applicable, shall be completed in all areas to be occupied, as well as any other areas which are required to serve the occupied areas:

ELECTRICAL

- 1) Receptacles and switches must be installed.
- 2) Electrical distribution equipment shall have all covers installed and shall be maintained in a safe condition.
- 3) Fire alarm system must be operative.
- 4) Emergency lighting facilities where required, must be operative on occupied floors of the building.
- 5) All stairway and exit lighting fixtures must be installed and operative on occupied floors.
- 6) All electrical equipment must be connected or else the conductors feeding this equipment must be disconnected both at the panel and the appliance end, the conductors being made safe at both ends. *(over)*__

MECHANICAL AND PLUMBING INSTALLATION

- 1) All fire dampers must be installed.
- 2) Fire fighting equipment to be complete and operable. This includes fire pumps, standpipe systems, sprinkler systems and fire extinguishers.
- 3) Garbage chutes and linen chutes shall have their sprinkler protection system and venting system complete. Or, if these are not complete, use of these chutes shall be prevented by barriers or locks.
- 4) Should the area to be occupied is for a commercial kitchen, all restaurant cooking equipment exhaust systems shall be complete.
- 5) Exhaust systems serving areas containing hazardous substances, shall be operative when these areas are in use. (e.g. enclosed storage garages, combustible storage rooms, laboratories)
- 6) All plumbing facilities for the area to be occupied must be completed. Waste and water connections for incidental fixtures (drinking fountains, sinks, etc.) must be sealed with proper caps or plugs.

BUILDING CONSTRUCTION

All safety aspects of the Building By-law, including, but not restricted to the following, must be completed:

- 1) Elevator shafts, excavations and areas still under construction must be guarded satisfactorily to the Building Inspection Division and appropriate signs to be posted to prevent access to tenants or unauthorized persons.
- 2) Fire protection or structural members must be completed in conformation with Underwriter's Laboratories assembly details and flame spread ratings.
- 3) Adequate egress must be provided and maintained unobstructed at all times.
- 4) Fire separation of hazardous areas to be completed.
- 5) Fire compartmentation between floors, fire walls and tenancies to be completed.
- 6) Where required, provide certification under seal of a Professional Engineer entitled to practice in the Province of Manitoba, that the building is in compliance with the structural design drawings and with the Building By-law.
- 7) Where required, provide certification under seal of an Architect entitled to practice in the Province of Manitoba, that the building is in compliance with the architectural design drawings and with the Building By-law.
- 8) Where required, provide all outstanding documentation such as steel joist drawings, piling certificates, shop drawings, design drawings, etc. under seal of a Professional Engineer entitled to practice in the Province of Manitoba.