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Visit our website at [www.toronto.ca/building](http://www.toronto.ca/building)

Toronto Building brochures available

- Introduction to Building Permits
- Building Permit Requirements for Houses
- Building Permit Requirements for Small Residential Buildings
- Building Permit Requirements for Small Non-Residential Buildings
- Building Permit Requirements for Large or Complex Buildings
- Building Permit and Other Applicable Fees
- Building Permit Fees
- Residential FASTRACK Permit Service
- Commercial XPress Permit Service
- Construction Requirements and Guidelines
- When to Call for Inspections for Large or Complex Buildings
- When to Call for Inspections for Small Buildings and Houses
- Applying for Partial Occupancy of Unfinished Buildings
- Project Review Programs

HELP US PROTECT YOUR PRIVACY

Please DO NOT include any personal information on your Building Plans (e.g., the homeowner's name or phone number). Building Plans submitted for Permit are subject to disclosure in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).



partial

Applying for Partial Occupancy of Unfinished Buildings

occupancy



## (Part 3 All Buildings and Part 9 Non-Residential Buildings)

Before any part of an unfinished building can be occupied, the structure must meet Ontario Building Code standards (Division C Part 1 Subsection 1.3.3).

### When you are ready for partial occupancy

At least 10 days prior to your intended occupancy date:

- Submit a letter containing detailed information on the areas to be occupied (this can be submitted to your building inspector or local district Toronto Building Inspection office)
- Contact your building inspector to make an appointment for your occupancy inspection.

A separate application is required for each stage of occupancy. The fee for a partial occupancy application is set out in the Building Bylaw (also listed on the Toronto Building website: [www.toronto.ca/building/fee\\_schedule.htm](http://www.toronto.ca/building/fee_schedule.htm))

The fee includes the processing of your application and up to five hours of inspection time. Inspection time beyond 5 hours will be charged at current hourly rate. Additional fees must be paid before the Occupancy Permit can be issued.

Ensuring you have met the OBC provisions before inspection will help reduce any additional inspection fees. The checklist of occupancy requirements included in this brochure may assist you.

Professionals of record for your project (architects/engineers) must submit reports before the occupancy inspection to indicate their satisfaction with work relating to areas of the building to be occupied.

## Partial Occupancy Requirements

- The structure of the building, or part, is completed to the roof
- The enclosing walls of the building, or part, are completed to the roof
- Walls enclosing the space to be occupied are completed (including guards)
- Fire separations/closures are completed on all storeys to be occupied
- Required exits completed and fire separated including all doors/hardware, self-closing devices, guards/handrails, from top floor to be occupied to grade level and below, if any exit connects with a lower storey
- Shafts, including closures, are completed to the floor above the floor/ceiling assembly (above the storey to be occupied), including a temporary fire separation at the assembly
- Measures have been taken to prevent access to parts of the building and site that are incomplete, or still under construction
- Floors, halls, lobbies and required means of egress are complete and free of loose materials and other hazards
- Service Rooms (operational) have required fire separations and closures
- Plumbing and HVAC items – See Mechanical Requirements
- Required lighting, heating and electrical supply are provided for suites, rooms and common areas to be occupied
- Required lighting in all corridors, stairways and exits is complete and operational up to and including all storeys to be occupied
- Standpipe, sprinkler and alarm systems are installed, including pumper connections
- Required fire extinguishers are installed on all storeys to be occupied
- Main garbage rooms, chutes and ancillary services are completed for storeys to be occupied
- Required fire fighting access routes are provided

## Mechanical Requirements

- HVAC systems are complete and operational on storeys to be occupied
- Fire dampers/fire stop flaps are installed in ducts penetrating fire separations/assemblies (on all storeys to be occupied)
- Smoke control/exhaust systems are complete, inspected and tested
- Plumbing system for storeys to be occupied is complete and operational
- Backflow prevention installed
- Interceptors installed
- Access provided for fixtures, cleanouts, valves, plumbing appliances, devices and equipment

## Other requirements which may be reviewed

- Field review reports from project design professionals covering all work to the present stage of construction, and confirming readiness for requested occupancy
- Life safety system reports, certificates, and verification. (This is in addition to the field review reports mentioned above)
- Required parking spaces for occupants, visitors and patrons accessible with appropriate marking and signage
- Applicable site plan requirements relating to occupancy