

Zoning Building Code Requirements - EXISTING CENTRE

A. Process for no construction: proposed increase in licensed capacity			
Note: regardless of whether renovations are planned, if the occupant load (i.e. total number of people) in an existing centre is increasing by more than 15% then this would be a decrease in performance level, as defined by the Ontario Building Code, and upgrades to the fire alarm and exits and washrooms may be required. If upgrades are required to the early warning, evacuation or health systems a building permit would be required (Part II of the Building Code)			
Task	Responsible		
	Applicant	Ministry	Building
Review relevant legislative requirements of <i>Day Nurseries Act</i>	✓		
Advise ministry in writing of plan to increase capacity	✓		
Provide updated floor plans	✓		
Request Permitted Use letter from Zoning/Building	✓		
Issue Permitted Use letter to applicant			✓ Issue Permitted Use letter
Submit Permitted Use letter to ministry	✓		
Conduct initial site inspection, if applicable/required		✓	
Contact Fire and Health to determine whether inspections and additional approvals required		✓	
Ensure written confirmation of compliance from Fire and Health authorities is provided to the ministry	✓		
The following will only be required to be submitted if the occupant load (i.e. total number of people) in an existing centre is increasing by more than 15% then this would be a decrease in performance level, as defined by the Ontario Building Code, and upgrades to the fire alarm and exits and washrooms may be required. If upgrades are required to the early warning, evacuation or health systems a building permit would be required (Part II of the Building Code)	✓		
<ul style="list-style-type: none"> ▪ Request for Building Permit, together with ministry approved and stamped plans, ministry letter of approval 			
<ul style="list-style-type: none"> ▪ Issue Building Permit 			✓ Issue Permit
<ul style="list-style-type: none"> ▪ Provide copy of Building Permit to ministry 	✓		
<ul style="list-style-type: none"> ▪ Contact Building to arrange final inspection 	✓		
<ul style="list-style-type: none"> ▪ Conduct final inspection to assess construction/renovation work 			✓
<ul style="list-style-type: none"> ▪ Obtain copy of Inspection Status Letter from Building and provide copy to ministry (submit written request and fee) 	✓		
<ul style="list-style-type: none"> ▪ Issue Status Letter confirming work completed in accordance with permit 			✓
Contact ministry to arrange final site inspection once all licensing requirements have been met	✓		
Conduct final site inspection		✓	
Follow-up on any outstanding requirements to ensure compliance	✓		
Confirm compliance		✓	
Issue License		✓	

Zoning Building Code Requirements - EXISTING CENTRE

B. Process for no construction: proposed change in age groupings with an increase in licensed capacity			
Task	Responsible		
	Applicant	Ministry	Building
Review relevant legislative requirements of <i>Day Nurseries Act</i>	✓		
Advise ministry in writing of plan to change the age groupings	✓		
Provide updated floor plans	✓		
Request Permitted Use letter from Zoning/Building	✓		
Issue Permitted Use letter to applicant			✓ Issue Permitted Use letter
Submit Permitted Use letter to ministry	✓		
Conduct initial site inspection, if applicable/required		✓	
Contact Fire and Health to determine whether inspections and additional approvals required		✓	
Ensure written confirmation of compliance from Fire and Health authorities is provided to the ministry	✓		
The following will only be required to be submitted if the occupant load (i.e. total number of people) in an existing centre is increasing by more than 15% then this would be a decrease in performance level, as defined by the Ontario Building Code, and upgrades to the fire alarm and exits and washrooms may be required. If upgrades are required to the early warning, evacuation or health systems a building permit would be required (Part II of the Building Code)	✓		
<ul style="list-style-type: none"> ▪ Request for Building Permit, together with ministry approved and stamped plans, ministry letter of approval 			
<ul style="list-style-type: none"> ▪ Issue Building Permit 			✓ Issue Permit
<ul style="list-style-type: none"> ▪ Provide copy of Building Permit to ministry 	✓		
<ul style="list-style-type: none"> ▪ Contact Building to arrange final inspection 	✓		
<ul style="list-style-type: none"> ▪ Conduct final inspection to assess construction/renovation work 			✓
<ul style="list-style-type: none"> ▪ Obtain copy of Inspection Status Letter from Building and provide copy to ministry (submit written request and fee) 	✓		
<ul style="list-style-type: none"> ▪ Issue Status Letter confirming work completed in accordance with permit 			✓
Contact ministry to arrange final site inspection once all licensing requirements have been met	✓		
Conduct final site inspection		✓	
Follow-up on any outstanding requirements to ensure compliance	✓		
Confirm compliance		✓	
Issue License		✓	